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ABSTRACT

The duties and tasks found in these task lists form the basis of instructional content for secondary, postsecondary, and adult occupational training programs for health occupations. The health occupations are divided into five clusters. The clusters and occupations are: health occupations, nursing occupations (home health aide, geriatric aide, nurse assistant, practical nurse, professional nurse--associate degree), medical assistant, dental assistant, and physical therapist assistant. Matrices for each cluster list the duties and tasks and indicate which occupations include that duty or task. Each cluster also includes a list of employability skills that are important for all occupations. (YLB)

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Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

CE045138

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Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

HEALTH OCCUPATIONS CLUSTER MATRIX

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

HH = Home Health Aide
GA = Geriatric Aide
NA = Nurse Assistant
PN = Practical Nurse (L.P.N.)
RN = Professional Nurse (Associate Degree)
MA = Medical Assistant
DA = Dental Assistant
PTA = Physical Therapist Assistant

COMMUNICATING INFORMATION

	HH	GA	NA	PN	RN	MA	DA	PTA
1 Observe and report patient data	X	X	X	X	X	X	X	X
2 Record patient data	X	X	X	X	X	X	X	X
3 Relate facts, ideas and feelings by communicating with patient, staff and family	X	X	X	X	X	X	X	X
4 Obtain patient data through patient and family interviews	X	X	X	X	X	X	X	
5 Obtain and clarify data by listening to patient	X	X	X	X	X	X	X	X
6 Obtain written and verbal information to plan patient care				X	X			
7 Write reports concerning patient care and condition, census, accidents and incidents	X	X	X	X	X	X	X	X
8 Maintain current documentation of patient status and care	X	X	X	X	X	X	X	
9 Verify accuracy of medical/dental orders				X	X	X	X	
10 Accept telephone and verbal orders from physician				X	X			
11 Place and receive telephone calls	X	X	X	X	X	X	X	X
12 Answer call signal	X	X	X	X	X			
13 Call patient/staff using intercom	X	X	X	X	X	X	X	X
14 Assist with patient teaching as prescribed	X	X	X	X	X	X	X	X
15 Instruct patient and family regarding health maintenance techniques				X	X	X	X	
16 Assess patient need for information				X	X			
17 Reinforce instructions from other health professional to patient and family	X	X	X	X	X	X	X	X
18 Instruct patient in methods of contraception					X			
19 Instruct patient and family in use of protective restraints				X	X			
20 Instruct patient and family in rehabilitation measures				X	X			
21 Instruct patient in use of mechanical rehabilitative devices				X	X			X
22 Lead patients in group session				X	X			
23 Maintain confidentiality of patient information	X	X	X	X	X	X	X	X
24 Maintain procedures for legal access to patient and/or records	X	X	X	X	X	X	X	X
25 Chart oral condition as dictated by dentist							X	
26 Explain postoperative and preoperative instructions to patient	X			X	X	X	X	
27 Receive patients and visitors				X	X	X	X	X
28 Seat and dismiss patient							X	
29 Take and record patient medical/dental history				X	X	X	X	
30 Give instruction in oral hygiene							X	
31 Give new denture instructions							X	

PROVIDING A CLEAN, SAFE ENVIRONMENT

	HH	GA	NA	PN	RN	MA	DA	PTA
1 Clean instruments and supplies	X	X	X	X	X	X	X	X
2 Set up isolation unit	X	X	X	X	X			
3 Don and remove gown, mask and gloves to care for isolation patient	X	X	X	X	X			
4 Serve and remove diet tray for isolation patient	X	X	X	X	X			
5 Dispose of soiled material from isolation room	X	X	X	X	X			
6 Provide care for patient using isolation technique	X	X	X	X	X			
7 Disinfect isolation unit	X	X	X	X	X			
8 Collect specimen from isolation patient	X	X	X	X	X			
9 Make occupied bed	X	X	X	X	X			
10 Make unoccupied bed	X	X	X	X	X			
11 Straighten unit	X	X	X	X	X			
12 Prepare soiled linen for laundry	X	X	X	X	X	X	X	X
13 Adjust environmental factors in unit	X	X	X	X	X			
14 Report unsafe conditions	X	X	X	X	X	X	X	X
15 Clean unit		X	X	X	X			
16 Clean utility and linen rooms		X	X	X	X			
17 Distribute supplies and equipment to unit		X	X	X	X			
18 Stock and store equipment and supplies		X	X	X	X	X	X	X
19 Report pests	X	X	X	X	X	X	X	X
20 Provide for environmental safety	X	X	X	X	X	X	X	X
21 Participate in development, implementation and evaluation of disaster plan					X			
22 Follow safety and emergency procedures	X	X	X	X	X	X	X	X
23 Follow disaster procedures	X	X	X	X	X	X	X	X
24 Teach emergency procedures to household	X				X			
25 List emergency telephone numbers for household	X				X			
26 Position bed and place needed equipment within reach of patient	X	X	X	X	X			
27 Institute use of regulatory signs relevant to patient care and environment				X	X			
28 Implement procedures for managing poisonous substances				X	X	X	X	
29 Adjust geriatric chair	X	X	X	X	X			X
30 Prepare unit to receive patient from operating room			X	X	X			
31 Provide aesthetic environment in which patient can maintain privacy and personal belongings		X	X	X	X			
32 Sterilize equipment and supplies	X	X	X	X	X	X	X	
33 Clean and disinfect unit in preparation for admission of new patient		X	X	X	X			
34 Apply protective restraints	X	X	X	X	X			X
35 Evaluate equipment for service and repair	X	X	X	X	X	X	X	X
36 Report service and repair needs for equipment	X	X	X	X	X	X	X	X
37 Wash hands aseptically	X	X	X	X	X	X	X	X
38 Give catheter care	X	X	X	X	X			
39 Assist with catheters and drainage tubing care	X	X	X	X	X			X
40 Empty closed urine drainage bags	X	X	X	X	X			
41 Adjust bed and siderails	X	X	X	X	X			X
42 Clean tong/pin site				X	X			
43 Clean inner cannula of tracheostomy				X	X			
44 Perform surgical handwashing scrub				X	X			
45 Dress for surgical case				X	X			

	HH	GA	NA	PN	RN	MA	DA	PTA
46 Put on sterile gloves				X	X	X	X	
47 Open sterile pack and pour sterile solution				X	X	X	X	
48 Prepare sterile setup for surgical procedure				X	X	X	X	
49 Handle sterile instruments				X	X	X	X	
50 Clean and restock examination room		X	X	X	X	X	X	
51 Sanitize instruments						X		
52 Disinfect instruments				X	X	X	X	
53 Examine and sharpen instruments							X	
54 Maintain hydrotherapy equipment								X
55 Prepare area for treatment								X
56 Prepare patient for treatment								X
57 Set up equipment and supplies for treatment								X

PROVIDING PERSONAL CARE

	HH	GA	NA	PN	RN	MA	DA	PTA
1 Assess body alignment	X	X	X	X	X	X		X
2 Position patient	X	X	X	X	X	X		X
3 Position patient for examination or treatment	X	X	X	X	X	X	X	X
4 Place alternating pressure mattress on bed	X	X	X	X	X			
5 Apply heel and elbow protectors	X	X	X	X	X			
6 Turn and position patient	X	X	X	X	X			X
7 Logroll patient	X	X	X	X	X			X
8 Give backrub to patient	X	X	X	X	X			
9 Provide skin care	X	X	X	X	X			
10 Assist patient in performing oral hygiene	X	X	X	X	X			
11 Administer oral hygiene for unconscious patient	X	X	X	X	X			
12 Assist patient in using bathroom	X	X	X	X	X	X	X	X
13 Assist patient in using bedside commode	X	X	X	X	X			X
14 Assist patient in using urinal	X	X	X	X	X			X
15 Assist patient in using bedpan	X	X	X	X	X			X
16 Assist patient with shaving	X	X	X	X	X			
17 Shave patient	X	X	X	X	X			
18 Shampoo hair	X	X	X	X	X			
19 Assist patient in grooming hair	X	X	X	X	X			
20 Care for toenails and fingernails	X	X	X	X	X			
21 Assist patient with bath or shower	X	X	X	X	X			
22 Give patient bath or shower	X	X	X	X	X			
23 Assist patient with other personal grooming	X	X	X	X	X			
24 Give a.m. care	X	X	X	X	X			
25 Give p.m. care	X	X	X	X	X			
26 Assist patient in eating	X	X	X	X	X			
27 Feed adult patient	X	X	X	X	X			
28 Feed infant	X	X	X	X	X			
29 Administer gavage feeding				X	X			
30 Assist patient in menu selection	X	X	X	X	X			
31 Distribute nourishment	X	X	X	X	X			
32 Identify general/special diet	X	X	X	X	X			
33 Check food tray against diet list		X	X	X	X			
34 Serve and collect tray	X	X	X	X	X			
35 Care for personal belongings of patient	X	X	X	X	X			
36 Assist patient in dressing and undressing	X	X	X	X	X	X		X
37 Drape for physical exam/treatment	X	X	X	X	X	X	X	X
38 Report food and fluid intake	X	X	X	X	X			
39 Report output	X	X	X	X	X			
40 Assist patient in bladder and bowel training	X	X	X	X	X			

	HH	GA	NA	PN	RN	MA	DA	PTA
41 Assist incontinent patient	X	X	X	X	X			
42 Record contents of gastric and intestinal drainage bottles	X	X	X	X	X			
43 Distribute drinking water		X	X					
44 Encourage fluid intake	X	X	X	X	X			
45 Change colostomy/ileostomy bag	X	X	X	X	X			
46 Change colostomy/ileostomy dressing				X	X			
47 Administer perineal care	X	X	X	X	X			
48 Take patient to appointment	X							
49 Bathe infant	X	X	X	X	X			
50 Change infant	X	X	X	X	X			

PROVIDING THERAPEUTIC MEASURES

	HH	GA	NA	PN	RN	MA	DA	PTA
1 Assist with removing, or remove, fecal impaction	X	X	X	X	X			
2 Give enema	X	X	X	X	X			
3 Insert rectal tube	X	X	X	X	X			
4 Irrigate colostomy	X	X	X	X	X			
5 Apply cold compress	X	X	X	X	X			X
6 Administer hot soak	X	X	X	X	X			X
7 Administer sitz bath	X	X	X	X	X			
8 Apply heat lamp	X	X	X	X	X			X
9 Apply warm compress	X	X	X	X	X			X
10 Apply aquamatic pad	X	X	X	X	X			
11 Apply ice bag	X	X	X	X	X			X
12 Assist with whirlpool treatment		X	X	X	X			
13 Administer tepid bath	X	X	X	X	X			
14 Apply electric hypothermal blanket	X	X	X	X	X			
15 Implement diet for nutritional need					X			
16 Insert feeding tube					X			
17 Administer tube feeding				X	X			
18 Assist with dressing change	X	X	X	X	X	X		X
19 Apply clean dressing	X	X	X	X	X	X		X
20 Apply sterile dressing				X	X	X		
21 Remove sutures					X	X		
22 Apply elastic bandage	X	X	X	X	X	X		X
23 Apply binder	X	X	X	X	X			
24 Change subclavian dressing				X	X			
25 Apply dressing for circumcision				X	X			
26 Change burn dressing				X	X			
27 Pack oral cavity				X	X			
28 Remove catheter and tubes				X	X			
29 Insert nasogastric tube				X	X			
30 Connect nasogastric tube to suction machine	X	X	X	X	X			
31 Prepare patient for minor surgery						X		
32 Prepare room for minor surgery						X		
33 Assist physician with surgical procedure				X	X	X		
34 Assist physician in performing therapeutic procedure	X	X	X	X	X	X		
35 Assist with circumcision				X	X			
36 Assist with cutdown				X	X			
37 Administer oxygen therapy				X	X			
38 Provide pulmonary hygiene					X			

	HH	GA	NA	PN	RN	MA	DA	PTA
39 Suction airway to eliminate obstruction in respiratory tract				X	X			
40 Set up croup tent	X	X	X	X	X			
41 Set up vaporizer	X	X	X	X	X			
42 Assist patient with postural drainage	X	X	X	X	X			
43 Insert oral airway				X	X			
44 Suction naso-oral pharyngeal passages				X	X			
45 Suction tracheostomy				X	X			
46 Monitor respirator				X	X			
47 Assist with insertion of chest tube				X	X			
48 Maintain chest tube				X	X			
49 Suction infant's respiratory passage with bulb syringe	X	X	X	X	X			
50 Assist with turning, coughing and deep breathing	X	X	X	X	X			
51 Give vaginal douche	X	X	X	X	X			
52 Maintain continuous bladder irrigation				X	X			
53 Irrigate ear				X	X			
54 Irrigate eye				X	X			
55 Irrigate nose				X	X			
56 Irrigate nasogastric tube				X	X			
57 Irrigate wound				X	X			
58 Irrigate oral cavity				X	X		X	
59 Irrigate urinary catheter				X	X			
60 Prepare for catheterization						X		
61 Catheterize patient				X	X			
62 Assist in application of traction device				X	X			
63 Apply topical ointment	X	X	X	X	X	X	X	X
64 Insert suppository	X	X	X	X	X			
65 Provide therapeutic environment for mentally-ill patient				X	X			
66 Prepare patient and treatment room for convulsive electroshock therapy				X	X			
67 Provide care for patient recovering from convulsive electroshock therapy				X	X			
68 Give therapeutic bath	X	X	X	X	X			
69 Apply antiembolism elastic stockings	X	X	X	X	X			X
70 Implement treatment of third-degree burns					X			
71 Implement phototherapy treatment of hyperbilirubinemia					X			
72 Administer water additive								X
73 Give hydrotherapy treatment								X
74 Treat patient in therapeutic pool								X
75 Give contrast bath								X
76 Apply paraffin								X
77 Give ice massage								X
78 Give combination ultrasound and electrical stimulation								X
79 Administer tilt table treatment								X
80 Administer traction								X
81 Give electrical stimulation								X
82 Give massage								X
83 Administer intermittent venous compression unit								X
84 Give ultraviolet treatment								X
85 Administer diathermy treatment						X		X
86 Administer ultrasonic treatment						X		X

	HH	GA	NA	PN	RN	MA	DA	PTA
87 Assist doctor with minor surgery				X	X	X		
88 Complete acrylic denture repair							X	
89 Fabricate custom tray							X	
90 Pour, trim cast/model							X	
91 Articulate cast/model							X	
92 Assist in fabrication of acrylic resin temporary							X	
93 Apply rubber dam							X	
94 Remove rubber dam							X	
95 Place and remove vac-ejector							X	
96 Place saliva ejector							X	
97 Assist with acrylic resin restoration							X	
98 Assist with composite resin restoration							X	
99 Assist with amalgam restoration							X	
100 Assist with cavity preparation							X	
101 Assist with oral surgery procedure							X	
102 Assist with periodontal treatment							X	
103 Assist with periodontal procedure							X	
104 Assist with application of rubber dam							X	
105 Evacuate oral cavity during dental procedure							X	
106 Prepare zinc phosphate cement							X	
107 Prepare zinc oxide-eugenol							X	
108 Prepare impression material							X	
109 Prepare setup for anticarogenic treatment							X	
110 Prepare setup for endodontic treatment							X	
111 Prepare setup for periodontal treatment							X	
112 Prepare setup for prophylaxis							X	
113 Prepare setup for removable prosthetic							X	
114 Prepare setup for fixed prosthetic							X	
115 Assist with taking impression							X	

PERFORMING DIAGNOSTIC MEASURES

	HH	GA	NA	PN	RN	MA	DA	PTA
1 Assist physician/dentist in diagnostic procedure				X	X	X	X	X
2 Test patient's mental awareness	X	X	X	X	X			
3 Measure and record blood pressure	X	X	X	X	X	X	X	X
4 Measure and record pulse	X	X	X	X	X	X	X	X
5 Measure and record temperature	X	X	X	X	X	X	X	X
6 Measure and record respiration	X	X	X	X	X	X	X	X
7 Take and record patient's height and weight	X	X	X	X	X	X	X	X
8 Assist with physical examination	X	X	X	X	X	X		
9 Monitor temperature					X			
10 Monitor pulse					X			
11 Monitor respiration					X			
12 Monitor blood pressure					X			
13 Collect timed urine specimen	X	X	X	X	X			
14 Collect clean catch urine specimen	X	X	X	X	X	X		
15 Collect routine urine specimen	X	X	X	X	X	X		
16 Collect 24-hour urine specimen	X	X	X	X	X			
17 Collect sputum specimen	X	X	X	X	X			
18 Collect stool specimen	X	X	X	X	X			
19 Strain urine	X	X	X	X	X			
20 Perform urine test for sugar and acetone	X	X	X	X	X	X		
21 Monitor catheter drainage system				X	X			
22 Monitor fluid intake and output				X	X			
23 Measure specific gravity of urine	X	X	X	X	X	X		

	HH	GA	NA	PN	RN	MA	DA	PTA
24 Test for ketones	X	X	X	X	X	X		
25 Collect gastric secretion specimen				X	X			
26 Assist with insertion of Central Venous Pressure (CVP) line				X	X			
27 Measure central venous pressure				X	X			
28 Apply cardiac monitoring equipment					X			
29 Interpret information from cardiac monitor					X			
30 Perform auditory screening					X	X		
31 Perform visual screening					X	X		
32 Assess breath sounds					X			
33 Assess oxygenation					X			
34 Assess heart sounds					X			
35 Assess circulation					X			
36 Assess signs of dehydration					X			
37 Assess bowel sounds					X			
38 Assess skin integrity					X			
39 Assess signs of infection					X			
40 Assess elimination habits					X			
41 Obtain diet history				X	X	X		
42 Assess diet					X			
43 Measure height of fundus				X	X			
44 Measure fetal heart rate				X	X			
45 Monitor contractions				X	X			
46 Assist with amniocentesis test				X	X			
47 Perform physical assessment of newborn					X			
48 Check Apgar score				X	X			
49 Weigh and measure infant	X	X	X	X	X	X		
50 Monitor postoperative site				X	X			
51 Monitor postmyelogram patient				X	X			
52 Monitor emesis				X	X			
53 Perform neurocheck				X	X			
54 Monitor venipuncture site				X	X			
55 Assist with thoracentesis				X	X			
56 Assist with lumbar puncture				X	X			
57 Assist with bone marrow biopsy				X	X			
58 Assist with abdominal paracentesis				X	X			
59 Assist with proctoscopy				X	X	X		
60 Assist with colonoscopy and sigmoidoscopy				X	X			
61 Assist with gastrointestinal (GI) series				X	X			
62 Assist with barium enema				X	X			
63 Assist with gastroscopy and esophagoscopy				X	X			
64 Assist with collection of microorganism smear				X	X	X		
65 Assist with collection of Pap smear				X	X	X		
66 Collect eye, nose and throat specimens for culture and sensitivity				X	X	X		
67 Perform cholesterol test						X		
68 Perform fingerstick blood sugar screening test (Dextrostix)						X		
69 Perform microscopic urinalysis						X		
70 Perform mononucleosis screening test						X		
71 Perform rheumatoid arthritis screening test						X		
72 Perform routine biochemical urine test						X		
73 Perform urine pregnancy test						X		
74 Prepare requisition for test outside of office						X		
75 Prepare specimen for shipping						X		

		HH	GA	NA	PN	RN	MA	DA	PTA
76	Stain blood smear for reticulocyte count						X		
77	Stain blood smear for differential count						X		
78	Stain microbiological smear						X		
79	Examine microbiological specimen						X		
80	Test stool specimen for occult blood						X		
81	Record measurements of various parts of body								X
82	Measure patient for pressure garment								X
83	Determine sedimentation rate (ESR)						X		
84	Obtain capillary blood specimen						X		
85	Perform differential cell count						X		
86	Perform hematocrit test						X		
87	Perform hemoglobin test						X		
88	Perform venipuncture using syringe						X		
89	Perform venipuncture using vacutainer						X		
90	Assist with biopsy procedure						X		
91	Perform visual acuity test						X		
92	Perform intradermal test						X		
93	Perform patch test						X		
94	Perform white blood cell count						X		
95	Separate plasma or serum from cells						X		
96	Perform electrocardiogram						X		
97	Clean electrocardiograph equipment						X		
98	Mount electrocardiogram						X		
99	Perform Master's two-step electrocardiogram test						X		
100	File radiographic film						X		
101	Type radiographic reports						X		
102	File radiographic reports						X		
103	Expose radiographic film						X		
104	Maintain radiographic processing equipment						X	X	
105	Process exposed radiographic film						X		
106	Evaluate dental radiograph for diagnostic quality							X	
107	Maintain unexposed radiographic film storage						X	X	
108	Mix solutions for developing and fixing radiographic film						X	X	
109	Mount dental radiograph							X	
110	Position patient for radiographic examination						X	X	
111	Practice patient and operative safety measures for radiation						X	X	
112	Select accessories for radiographic technique							X	
113	Select film size							X	
114	Expose interoral radiograph using long-cone and parallel technique under supervision							X	
115	Expose interoral radiograph using short-cone or bisecting technique under supervision							X	
116	Take impression for study model							X	
117	Preserve and mail biopsy specimen						X	X	

PERFORMING MANAGEMENT FUNCTIONS

		HH	GA	NA	PN	RN	MA	DA	PTA
1	Assist with unit admitting procedure		X	X	X	X			
2	Assist with unit discharge procedure		X	X	X	X			
3	Assist with transferring procedure		X	X	X	X			
4	Inventory personal property	X	X	X	X	X			
5	Admit patient to labor and delivery				X	X			
6	Discharge obstetric patient			X	X	X			

	HH	GA	NA	PN	RN	MA	DA	PTA
7 Plan care in conjunction with health team					X			
8 Carry out assignment from supervisor	X	X	X	X	X	X	X	X
9 Assess competencies of health team staff					X			
10 Initiate improvement in patient care within organizational framework					X			
11 Implement nursing measures which promote comfort, rest and sleep	X	X	X	X	X			
12 Assign staff				X	X			
13 Direct team members				X	X			
14 Direct and coordinate nursing care for patient care area					X			
15 Develop short-range teaching plan					X			
16 Assist nursing personnel to develop skills					X			
17 Refer patient to community agencies					X			
18 Contribute information to quality assurance committee					X			
19 Participate within structural role in research (data collection)					X			
20 Establish procedures for confidentiality of patient information					X			
21 Establish procedures for legal access to patient and/or records					X			
22 Plan preoperative care				X	X			
23 Implement intraoperative care					X			
24 Plan care for postoperative patient				X	X			
25 Conduct in-service program				X	X			
26 Acquaint new employee with unit and departmental procedures				X	X			
27 Institute emergency evacuation drill procedure					X			
28 Prepare medical records for operating room				X	X			
29 Complete medical release form				X	X	X		
30 Compile census				X	X			
31 Supplement care plan	X	X	X	X	X			
32 Fill out charge slip	X	X	X	X	X	X	X	X
33 Inventory crash cart				X	X			
34 Count controlled substances				X	X			
35 Transcribe physician's order				X	X			
36 Maintain record of narcotics					X	X		
37 File medical/dental records						X	X	X
38 Compile departmental and equipment data								X
39 Arrange for admission to hospital						X		
40 Schedule appointments for patient						X	X	X
41 Complete registration form for new patient						X	X	
42 Explain doctor's fees						X	X	
43 File letters, diagnostic reports and progress notes in medical/dental record						X	X	
44 Gather data for referral to other doctors						X	X	
45 Maintain appointment reminder system						X	X	
46 Maintain appointment book						X	X	
47 Maintain control system for medical records						X	X	
48 Make referral appointment for patient						X	X	
49 Prepare release form and obtain necessary signatures						X	X	
50 Process incoming mail						X	X	
51 Collate medical/dental records for daily appointment schedule						X	X	
52 Schedule patient for outpatient diagnostic test						X		

	HH	GA	NA	PN	RN	MA	DA	PTA
53 Transcribe letters from dictaphone or tape recorder						X	X	
54 Prepare statements for mailing						X	X	
55 Type medical/dental records						X	X	
56 Arrange financial agreement						X	X	
57 Collect fee for service						X	X	
58 Complete insurance form						X	X	
59 Issue receipt						X	X	
60 Maintain daily log system of ledger entries						X	X	
61 Maintain petty cash account						X	X	
62 Prepare bank deposit						X	X	
63 Verify invoice						X	X	
64 Arrange for maintenance and repair of equipment				X	X	X	X	X
65 Complete daily record sheet						X		
66 Update outside agency file						X		
67 Update inventory list of office supplies and equipment						X	X	
68 Prepare purchase requisition						X	X	
69 Collect delinquent bill						X	X	
70 Collect and post payment						X	X	
71 Maintain file of unpaid accounts						X	X	
72 Process charge slip						X	X	
73 Prepare checks for doctor's signature						X	X	
74 Prepare payroll						X	X	
75 Reconcile bank statement						X	X	
76 Reconcile cash count and receipts						X	X	
77 Complete Medicare form						X		
78 Complete Worker's Compensation form						X	X	
79 Prepare annual narcotic report						X		
80 Prepare required forms for stolen drugs and other stolen property						X		
81 Complete Medicaid form						X		
82 Assemble patient record						X	X	
83 Maintain files for business records							X	
84 Maintain patient treatment record						X	X	
85 Maintain active recall system							X	
86 Maintain file for correspondence						X	X	
87 Maintain and rotate inventory						X	X	
88 Maintain patient financial record						X	X	
89 Maintain office environment						X	X	
90 Prepare correspondence						X	X	

ADMINISTERING MEDICATION

	HH	GA	NA	PN	RN	MA	DA	PTA
1 Assess need for medication				X	X			
2 Administer medication				X	X	X		
3 Care for equipment and supplies used to administer medications				X	X	X		
4 Instruct patient regarding self-administration of medication				X	X			
5 Administer medication to child				X	X			
6 Set up intravenous pump					X			
7 Administer oral medication				X	X			
8 Administer sublingual medication				X	X			
9 Administer rectal medication				X	X			
10 Administer vaginal medication				X	X			
11 Administer bladder medication				X	X			

	HH	GA	NA	PN	RN	MA	DA	PTA
12 Administer subcutaneous (sub q) injection				X	X	X		
13 Administer intramuscular (IM) injection				X	X	X		
14 Administer intradermal injection				X	X			
15 Administer intravenous (I.V.) medication					X			
16 Start intravenous (I.V.) infusion					X			
17 Monitor intravenous (I.V.) fluid				X	X			
18 Regulate intravenous (I.V.) infusion				X	X			
19 Hang intravenous (I.V.) bottle and tubing					X			
20 Administer intravenous piggyback (IVPB) infusion					X			
21 Disconnect intravenous (I.V.) infusion				X	X			
22 Maintain intermittent needle (INT)					X			
23 Check medication three times				X	X	X		
24 Administer preoperative medication				X	X			
25 Observe and communicate effects of medication				X	X			
26 Instill eyes with silver nitrate					X			
27 Instill solution into natural/artificial body opening				X	X			
28 Instill drug into ear						X		
29 Instill drug into eyes						X		
30 Dispense medication ordered by physician						X		
31 Prepare medication as ordered by dentist							X	
32 Apply topical anesthetic							X	
33 Assist with administration of local anesthesia				X	X	X	X	

PROVIDING TRANSPORTATION AND MOBILITY

	HH	GA	NA	PN	RN	MA	DA	PTA
1 Instruct patient in use of body mechanics	X	X	X	X	X			X
2 Assist patient with standing	X	X	X	X	X	X		X
3 Assist patient with dangling	X	X	X	X	X			X
4 Assist patient with walking	X	X	X	X	X			X
5 Assist patient in using cane	X	X	X	X	X			X
6 Assist patient in using quad cane	X	X	X	X	X			X
7 Assist patient in using walker	X	X	X	X	X			X
8 Assist patient in using wheelchair	X	X	X	X	X			X
9 Assist patient with crutch walking	X	X	X	X	X			X
10 Transfer patient to bedside commode	X	X	X	X	X			
11 Transfer patient from bed to shower chair	X	X	X	X	X			
12 Apply brace	X	X	X	X	X			X
13 Apply splint	X	X	X	X	X			X
14 Move patient between stretcher and bed using three-person lift	X	X	X	X	X			X
15 Move patient between stretcher and bed using transfer sheet	X	X	X	X	X			X
16 Move patient who can stand to and from wheelchair	X	X	X	X	X			X
17 Move patient who cannot stand to and from wheelchair	X	X	X	X	X			X
18 Transport patient by wheelchair	X	X	X	X	X			X
19 Transport patient by stretcher	X	X	X	X	X			X
20 Transfer patient using hydraulic lift	X	X	X	X	X			X
21 Turn patient using turning frames				X	X			X
22 Turn patient using circ-o-electric bed	X	X	X	X	X			X
23 Implement exercise plan for patient				X	X			
24 Assist patient in remaining mobile with exercise	X	X	X	X	X			
25 Assist with, or give, range of motion exercises	X	X	X	X	X			X

	HH	GA	NA	PN	RN	MA	DA	PTA
26 Assist patient in activities of daily living	X	X	X	X	X			
27 Place footboard or overbed cradle on bed	X	X	X	X	X			
28 Carry infant	X	X	X	X	X			
29 Apply and remove adaptive and supportive devices								X
30 Adjust parallel bars to correct heights								X
31 Adjust crutches, canes and walkers								X
32 Ambulate patient with gait pattern								X
33 Ambulate patient with equipment including crutches, canes and walker								X
34 Ambulate patient with weight-bearing status								X
35 Give strengthening exercises								X
36 Direct patient in use of exercise equipment								X
37 Adjust exercise activities according to tolerance								X
38 Support patient in mat activities								X

PROVIDING PSYCHO-SOCIAL CARE

	HH	GA	NA	PN	RN	MA	DA	PTA
1 Assess emotional status of patient				X	X			
2 Provide emotional and spiritual support for patient and family	X	X	X	X	X	X		X
3 Assess family adjustment to child's prolonged hospital stay					X			
4 Identify and report child abuse or neglect	X	X	X	X	X	X	X	X
5 Assist staff with adjustment to cultural habits and taboos				X	X			
6 Assist middle-aged household member in resolving problems associated with middle years				X	X			
7 Assist ill, disabled or aging adult and family with related problems				X	X			
8 Respond to emotional needs of terminally ill patient and family	X	X	X	X	X	X		X
9 Apply reality orientation technique	X	X	X	X	X			
10 Involve patient in recreation	X	X	X	X	X			
11 Provide diversional activity for patient	X	X	X	X	X			

PROVIDING CARE FOR PATIENT WITH SPECIAL NEEDS

	HH	GA	NA	PN	RN	MA	DA	PA
1 Assist with preparation for surgery	X		X	X	X			
2 Prepare patient for caesarean section				X	X			
3 Communicate with patient with hearing disorder	X	X	X	X	X	X	X	X
4 Provide care for hearing prosthesis	X	X	X	X	X			
5 Provide assistance to visually impaired patient	X	X	X	X	X	X	X	X
6 Provide care for visual prosthesis	X	X	X	X	X			
7 Give instruction in prenatal care				X	X			
8 Give instruction to expectant family				X	X			
9 Provide care during first stage of labor				X	X			
10 Prepare patient for delivery				X	X			
11 Assist during delivery				X	X			
12 Perform delivery room care of newborn					X			
13 Provide immediate postdelivery care				X	X			
14 Provide care to cord of newborn					X			
15 Assist patient with breast-feeding				X	X			
16 Provide postpartal breast care				X	X			
17 Instruct postpartal patient regarding self-care				X	X			
18 Identify infant using mother's bracelet			X	X	X			

	HH	GA	NA	PN	RN	MA	DA	PTA
19 Instruct parent in infant care					X			
20 Provide care for patient with tracheostomy				X	X			
21 Provide care for patient on ventilator				X	X			
22 Provide care for child with upper airway obstructive disease				X	X			
23 Provide care for child with lower airway disorder				X	X			
24 Instruct diabetic patient regarding regulation of disease					X			
25 Provide care for patient in traction	X	X	X	X	X			
26 Provide care for patient in cast or splints	X	X	X	X	X			
27 Provide care for patient experiencing seizures				X	X			
28 Monitor patient who has sustained head injury					X			
29 Provide care for patient with central nervous system infection					X			
30 Provide care for patient on cardiac monitor				X	X			
31 Provide care for patient with fever	X	X	X	X	X			
32 Provide care for patient in pain					X			
33 Provide care for patient receiving radiation therapy					X			
34 Plan care for abused or neglected child					X			
35 Instruct parents in child care concepts and techniques					X			
36 Prepare parents and child for hospital stay					X			
37 Provide care for terminal patient	X	X	X	X	X			
38 Give postmortem care	X	X	X	X	X			

Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

NURSING OCCUPATIONS CLUSTER

Home Health Aide
Geriatric Aide
Nurse Assistant
Practical Nurse (L.P.N.)
Professional Nurse
(Associate degree)
*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

NOTE:

The duties and tasks found in these task lists form the basis of instructional content for secondary, postsecondary and adult occupational training programs. Orientation level instruction, usually offered in grades 9, 10, and 11, is a vital component of all vocational education programs and provides a strong foundation and vehicle for transitioning into occupational training programs.

These materials were prepared under contract with the Illinois State Board of Education, Department of Adult, Vocational and Technical Education ("Illinois Competency Based Vocational Education Project," contract number 27-R1-130).

HH = Home Health Aide
GA = Geriatric Aide
NA = Nurse Assistant
PN = Practical Nurse (L.P.N.)
RN = Professional Nurse (Associate Degree)

COMMUNICATING INFORMATION

	HH	GA	NA	PN	RN
1 Observe and report patient data	X	X	X	X	X
2 Record patient data	X	X	X	X	X
3 Relate facts, ideas and feelings by communicating with patient, staff and family	X	X	X	X	X
4 Obtain patient data through patient and family interviews	X	X	X	X	X
5 Obtain and clarify data by listening to patient	X	X	X	X	X
6 Obtain written and verbal information to plan patient care				X	X
7 Write reports concerning patient care and condition, census, accidents and incidents	X	X	X	X	X
8 Maintain current documentation of patient status and care	X	X	X	X	X
9 Verify accuracy of medical/dental orders				X	X
10 Accept telephone and verbal orders from physician				X	X
11 Place and receive telephone calls	X	X	X	X	X
12 Answer call signal	X	X	X	X	X
13 Call patient/staff using intercom	X	X	X	X	X
14 Assist with patient teaching as prescribed	X	X	X	X	X
15 Instruct patient and family regarding health maintenance techniques				X	X
16 Assess patient need for information				X	X
17 Reinforce instructions from other health professional to patient and family	X	X	X	X	X
18 Instruct patient in methods of contraception					X
19 Instruct patient and family in use of protective restraints				X	X
20 Instruct patient and family in rehabilitation measures				X	X
21 Instruct patient in use of mechanical rehabilitative devices				X	X
22 Lead patients in group session				X	X
23 Maintain confidentiality of patient information	X	X	X	X	X
24 Maintain procedures for legal access to patient and/or records	X	X	X	X	X
25 Explain postoperative and preoperative instructions to patient	X			X	X
26 Receive patients and visitors				X	X
27 Take and record patient medical/dental history				X	X

PROVIDING A CLEAN, SAFE ENVIRONMENT

	HH	GA	NA	PN	RN
1 Clean instruments and supplies	X	X	X	X	X
2 Set up isolation unit	X	X	X	X	X
3 Don and remove gown, mask and gloves to care for isolation patient	X	X	X	X	X
4 Serve and remove diet tray for isolation patient	X	X	X	X	X
5 Dispose of soiled material from isolation room	X	X	X	X	X

	HH	GA	NA	PN	RN
6 Provide care for patient using isolation technique	X	X	X	X	X
7 Disinfect isolation unit	X	X	X	X	X
8 Collect specimen from isolation patient	X	X	X	X	X
9 Make occupied bed	X	X	X	X	X
10 Make unoccupied bed	X	X	X	X	X
11 Straighten unit	X	X	X	X	X
12 Prepare soiled linen for laundry	X	X	X	X	X
13 Adjust environmental factors in unit	X	X	X	X	X
14 Report unsafe conditions	X	X	X	X	X
15 Clean unit		X	X	X	X
16 Clean utility and linen rooms		X	X	X	X
17 Distribute supplies and equipment to unit		X	X	X	X
18 Stock and store equipment and supplies		X	X	X	X
19 Report pests	X	X	X	X	X
20 Provide for environmental safety	X	X	X	X	X
21 Participate in development, implementation and evaluation of disaster plan					X
22 Follow safety and emergency procedures	X	X	X	X	X
23 Follow disaster procedures	X	X	X	X	X
24 Teach emergency procedures to household	X				X
25 List emergency telephone numbers for household	X				X
26 Position bed and place needed equipment within reach of patient	X	X	X	X	X
27 Institute use of regulatory signs relevant to patient care and environment				X	X
28 Implement procedures for managing poisonous substances				X	X
29 Adjust geriatric chair	X	X	X	X	X
30 Prepare unit to receive patient from operating room			X	X	X
31 Provide aesthetic environment in which patient can maintain privacy and personal belongings		X	X	X	X
32 Sterilize equipment and supplies	X	X	X	X	X
33 Clean and disinfect unit in preparation for admission of new patient		X	X	X	X
34 Apply protective restraints	X	X	X	X	X
35 Evaluate equipment for service and repair	X	X	X	X	X
36 Report service and repair needs for equipment	X	X	X	X	X
37 Wash hands aseptically	X	X	X	X	X
38 Give catheter care	X	X	X	X	X
39 Assist with catheters and drainage tubing care	X	X	X	X	X
40 Empty closed urine drainage bags	X	X	X	X	X
41 Adjust bed and siderails	X	X	X	X	X
42 Clean tong/pin site				X	X
43 Clean inner cannula of tracheostomy				X	X
44 Perform surgical handwashing scrub				X	X
45 Dress for surgical case				X	X
46 Put on sterile gloves				X	X
47 Open sterile pack and pour sterile solution				X	X
48 Prepare sterile setup for surgical procedure				X	X
49 Handle sterile instruments				X	X
50 Clean and restock examination room		X	X	X	X
51 Disinfect instruments				X	X

PROVIDING PERSONAL CARE

	HH	GA	NA	PN	RN
1 Assess body alignment	X	X	X	X	X
2 Position patient	X	X	X	X	X
3 Position patient for examination or treatment	X	X	X	X	X
4 Place alternating pressure mattress on bed	X	X	X	X	X
5 Apply heel and elbow protectors	X	X	X	X	X
6 Turn and position patient	X	X	X	X	X
7 Logroll patient	X	X	X	X	X
8 Give backrub to patient	X	X	X	X	X
9 Provide skin care	X	X	X	X	X
10 Assist patient in performing oral hygiene	X	X	X	X	X
11 Administer oral hygiene for unconscious patient	X	X	X	X	X
12 Assist patient in using bathroom	X	X	X	X	X
13 Assist patient in using bedside commode	X	X	X	X	X
14 Assist patient in using urinal	X	X	X	X	X
15 Assist patient in using bedpan	X	X	X	X	X
16 Assist patient with shaving	X	X	X	X	X
17 Shave patient	X	X	X	X	X
18 Shampoo hair	X	X	X	X	X
19 Assist patient in grooming hair	X	X	X	X	X
20 Care for toenails and fingernails	X	X	X	X	X
21 Assist patient with bath or shower	X	X	X	X	X
22 Give patient bath or shower	X	X	X	X	X
23 Assist patient with other personal grooming	X	X	X	X	X
24 Give a.m. care	X	X	X	X	X
25 Give p.m. care	X	X	X	X	X
26 Assist patient in eating	X	X	X	X	X
27 Feed adult patient	X	X	X	X	X
28 Feed infant	X	X	X	X	X
29 Administer gavage feeding				X	X
30 Assist patient in menu selection	X	X	X	X	X
31 Distribute nourishment	X	X	X	X	X
32 Identify general/special diet	X	X	X	X	X
33 Check food tray against diet list		X	X	X	X
34 Serve and collect tray	X	X	X	X	X
35 Care for personal belongings of patient	X	X	X	X	X
36 Assist patient in dressing and undressing	X	X	X	X	X
37 Drape for physical exam/treatment	X	X	X	X	X
38 Report food and fluid intake	X	X	X	X	X
39 Report output	X	X	X	X	X
40 Assist patient in bladder and bowel training	X	X	X	X	X
41 Assist incontinent patient	X	X	X	X	X
42 Record contents of gastric and intestinal drainage bottles	X	X	X	X	X
43 Distribute drinking water		X	X		
44 Encourage fluid intake	X	X	X	X	X
45 Change colostomy/ileostomy bag	X	X	X	X	X
46 Change colostomy/ileostomy dressing				X	X
47 Administer perineal care	X	X	X	X	X
48 Take patient to appointment	X				
49 Bathe infant	X	X	X	X	X
50 Change infant	X	X	X	X	X

PROVIDING THERAPEUTIC MEASURES

		HH	GA	NA	PN	RN
1	Assist with removing, or remove, fecal impaction	X	X	X	X	X
2	Give enema	X	X	X	X	X
3	Insert rectal tube	X	X	X	X	X
4	Irrigate colostomy	X	X	X	X	X
5	Apply cold compress	X	X	X	X	X
6	Administer hot soak	X	X	X	X	X
7	Administer sitz bath	X	X	X	X	X
8	Apply heat lamp	X	X	X	X	X
9	Apply warm compress	X	X	X	X	X
10	Apply aquamatic pad	X	X	X	X	X
11	Apply ice bag	X	X	X	X	X
12	Assist with whirlpool treatment		X	X	X	X
13	Administer tepid bath	X	X	X	X	X
14	Apply electric hypothermal blanket	X	X	X	X	X
15	Implement diet for nutritional need					X
16	Insert feeding tube					X
17	Administer tube feeding				X	X
18	Assist with dressing change	X	X	X	X	X
19	Apply clean dressing	X	X	X	X	X
20	Apply sterile dressing				X	X
21	Remove sutures					X
22	Apply elastic bandage	X	X	X	X	X
23	Apply binder	X	X	X	X	X
24	Change subclavian dressing				X	X
25	Apply dressing for circumcision				X	X
26	Change burn dressing				X	X
27	Pack oral cavity				X	X
28	Remove catheter and tubes				X	X
29	Insert nasogastric tube				X	X
30	Connect nasogastric tube to suction machine	X	X	X	X	X
31	Assist physician with surgical procedure				X	X
32	Assist physician in performing therapeutic procedure	X	X	X	X	X
33	Assist with circumcision				X	X
34	Assist with cutdown				X	X
35	Administer oxygen therapy				X	X
36	Provide pulmonary hygiene					X
37	Suction airway to eliminate obstruction in respiratory tract				X	X
38	Set up croup tent	X	X	X	X	X
39	Set up vaporizer	X	X	X	X	X
40	Assist patient with postural drainage	X	X	X	X	X
41	Insert oral airway				X	X
42	Suction naso-oral pharyngeal passages				X	X
43	Suction tracheostomy				X	X
44	Monitor respirator				X	X
45	Assist with insertion of chest tube				X	X
46	Maintain chest tube				X	X
47	Suction infant's respiratory passage with bulb syringe	X	X	X	X	X
48	Assist with turning, coughing and deep breathing	X	X	X	X	X
49	Give vaginal douche	X	X	X	X	X
50	Maintain continuous bladder irrigation				X	X
51	Irrigate ear				X	X

	HH	GA	NA	PN	RN
52 Irrigate eye				X	X
53 Irrigate nose				X	X
54 Irrigate nasogastric tube				X	X
55 Irrigate wound				X	X
56 Irrigate oral cavity				X	X
57 Irrigate urinary catheter				X	X
58 Catheterize patient				X	X
59 Assist in application of traction device				X	X
60 Apply topical ointment	X	X	X	X	X
61 Insert suppository	X	X	X	X	X
62 Provide therapeutic environment for mentally-ill patient				X	X
63 Prepare patient and treatment room for convulsive electroshock therapy				X	X
64 Provide care for patient recovering from convulsive electroshock therapy				X	X
65 Give therapeutic bath	X	X	X	X	X
66 Apply antiembolism elastic stockings	X	X	X	X	X
67 Implement treatment of third-degree burns					X
68 Implement phototherapy treatment of hyperbilirubinemia					X
69 Assist doctor with minor surgery				X	X

PERFORMING DIAGNOSTIC MEASURES

	HH	GA	NA	PN	RN
1 Assist physician/dentist in diagnostic procedure				X	X
2 Test patient's mental awareness	X	X	X	X	X
3 Measure and record blood pressure	X	X	X	X	X
4 Measure and record pulse	X	X	X	X	X
5 Measure and record temperature	X	X	X	X	X
6 Measure and record respiration	X	X	X	X	X
7 Take and record patient's height and weight	X	X	X	X	X
8 Assist with physical examination	X	X	X	X	X
9 Monitor temperature					X
10 Monitor pulse					X
11 Monitor respiration					X
12 Monitor blood pressure					X
13 Collect timed urine specimen	X	X	X	X	X
14 Collect clean catch urine specimen	X	X	X	X	X
15 Collect routine urine specimen	X	X	X	X	X
16 Collect 24-hour urine specimen	X	X	X	X	X
17 Collect sputum specimen	X	X	X	X	X
18 Collect stool specimen	X	X	X	X	X
19 Strain urine	X	X	X	X	X
20 Perform urine test for sugar and acetone	X	X	X	X	X
21 Monitor catheter drainage system				X	X
22 Monitor fluid intake and output				X	X
23 Measure specific gravity of urine	X	X	X	X	X
24 Test for ketones	X	X	X	X	X
25 Collect gastric secretion specimen				X	X
26 Assist with insertion of Central Venous Pressure (CVP) line				X	X
27 Measure central venous pressure				X	X
28 Apply cardiac monitoring equipment					X
29 Interpret information from cardiac monitor					X

	HH	GA	NA	PN	RN
30 Perform auditory screening					X
31 Perform visual screening					X
32 Assess breath sounds					X
33 Assess oxygenation					X
34 Assess heart sounds					X
35 Assess circulation					X
36 Assess signs of dehydration					X
37 Assess bowel sounds					X
38 Assess skin integrity					X
39 Assess signs of infection					X
40 Assess elimination habits					X
41 Obtain diet history				X	X
42 Assess diet					X
43 Measure height of fundus				X	X
44 Measure fetal heart rate				X	X
45 Monitor contractions				X	X
46 Assist with amniocentesis test				X	X
47 Perform physical assessment of newborn					X
48 Check Apgar score				X	X
49 Weigh and measure infant	X	X	X	X	X
50 Monitor postoperative site				X	X
51 Monitor postmyelogram patient				X	X
52 Monitor emesis				X	X
53 Perform neurocheck				X	X
54 Monitor venipuncture site				X	X
55 Assist with thoracentesis				X	X
56 Assist with lumbar puncture				X	X
57 Assist with bone marrow biopsy				X	X
58 Assist with abdominal paracentesis				X	X
59 Assist with proctoscopy				X	X
60 Assist with colonoscopy and sigmoidoscopy				X	X
61 Assist with gastrointestinal (GI) series				X	X
62 Assist with barium enema				X	X
63 Assist with gastroscopy and esophagoscopy				X	X
64 Assist with collection of microorganism smear				X	X
65 Assist with collection of Pap smear				X	X
66 Collect eye, nose and throat specimens for culture and sensitivity				X	X

PERFORMING MANAGEMENT FUNCTIONS

	HH	GA	NA	PN	RN
1 Assist with unit admitting procedure		X	X	X	X
2 Assist with unit discharge procedure		X	X	X	X
3 Assist with transferring procedure		X	X	X	X
4 Inventory personal property	X	X	X	X	X
5 Admit patient to labor and delivery				X	X
6 Discharge obstetric patient			X	X	X
7 Plan care in conjunction with health team					X
8 Carry out assignment from supervisor	X	X	X	X	X
9 Assess competencies of health team staff					X
10 Initiate improvement in patient care within organizational framework					X
11 Implement nursing measures which promote comfort, rest and sleep	X	X	X	X	X
12 Assign staff				X	X

	HH	GA	NA	PN	RN
13 Direct team members				X	X
14 Direct and coordinate nursing care for patient care area					X
15 Develop short-range teaching plan					X
16 Assist nursing personnel to develop skills					X
17 Refer patient to community agencies					X
18 Contribute information to quality assurance committee					X
19 Participate within structural role in research (data collection)					X
20 Establish procedures for confidentiality of patient information					X
21 Establish procedures for legal access to patient and/or records					X
22 Plan preoperative care				X	X
23 Implement intraoperative care					X
24 Plan care for postoperative patient				X	X
25 Conduct in-service program				X	X
26 Acquaint new employee with unit and departmental procedures				X	X
27 Institute emergency evacuation drill procedure					X
28 Prepare medical records for operating room				X	X
29 Complete medical release form				X	X
30 Compile census				X	X
31 Supplement care plan	X	X	X	X	X
32 Fill out charge slip	X	X	X	X	X
33 Inventory crash cart				X	X
34 Count controlled substances				X	X
35 Transcribe physician's order				X	X
36 Maintain record of narcotics					X
37 Arrange for maintenance and repair of equipment				X	X

ADMINISTERING MEDICATION

	HH	GA	NA	PN	RN
1 Assess need for medication				X	X
2 Administer medication				X	X
3 Care for equipment and supplies used to administer medications				X	X
4 Instruct patient regarding self-administration of medication				X	X
5 Administer medication to child				X	X
6 Set up intravenous pump					X
7 Administer oral medication				X	X
8 Administer sublingual medication				X	X
9 Administer rectal medication				X	X
10 Administer vaginal medication				X	X
11 Administer bladder medication				X	X
12 Administer subcutaneous (sub q) injection				X	X
13 Administer intramuscular (IM) injection				X	X
14 Administer intradermal injection				X	X
15 Administer intravenous (I.V.) medication					X
16 Start intravenous (I.V.) infusion					X
17 Monitor intravenous (I.V.) fluid				X	X
18 Regulate intravenous (I.V.) infusion				X	X
19 Hang intravenous (I.V.) bottle and tubing					X
20 Administer intravenous piggyback (IVPB) infusion					X

	HH	GA	NA	PN	RN
21 Disconnect intravenous (I.V.) infusion				X	X
22 Maintain intermittent needle (INT)					X
23 Check medication three times				X	X
24 Administer preoperative medication				X	X
25 Observe and communicate effects of medication				X	X
26 Instill eyes with silver nitrate					X
27 Instill solution into natural/artificial body opening				X	X
28 Assist with administration of local anesthesia				X	X

PROVIDING TRANSPORTATION AND MOBILITY

	HH	GA	NA	PN	RN
1 Instruct patient in use of body mechanics	X	X	X	X	X
2 Assist patient with standing	X	X	X	X	X
3 Assist patient with dangling	X	X	X	X	X
4 Assist patient with walking	X	X	X	X	X
5 Assist patient in using cane	X	X	X	X	X
6 Assist patient in using quad cane	X	X	X	X	X
7 Assist patient in using walker	X	X	X	X	X
8 Assist patient in using wheelchair	X	X	X	X	X
9 Assist patient with crutch walking	X	X	X	X	X
10 Transfer patient to bedside commode	X	X	X	X	X
11 Transfer patient from bed to shower chair	X	X	X	X	X
12 Apply brace	X	X	X	X	X
13 Apply splint	X	X	X	X	X
14 Move patient between stretcher and bed using three-person lift	X	X	X	X	X
15 Move patient between stretcher and bed using transfer sheet	X	X	X	X	X
16 Move patient who can stand to and from wheelchair	X	X	X	X	X
17 Move patient who cannot stand to and from wheelchair	X	X	X	X	X
18 Transport patient by wheelchair	X	X	X	X	X
19 Transport patient by stretcher	X	X	X	X	X
20 Transfer patient using hydraulic lift	X	X	X	X	X
21 Turn patient using turning frames				X	X
22 Turn patient using circ-o-electric bed	X	X	X	X	X
23 Implement exercise plan for patient				X	X
24 Assist patient in remaining mobile with exercise	X	X	X	X	X
25 Assist with, or give, range of motion exercises	X	X	X	X	X
26 Assist patient in activities of daily living	X	X	X	X	X
27 Place footboard or overbed cradle on bed	X	X	X	X	X
28 Carry infant	X	X	X	X	X

PROVIDING PSYCHO-SOCIAL CARE

	HH	GA	NA	PN	RN
1 Assess emotional status of patient				X	X
2 Provide emotional and spiritual support for patient and family	X	X	X	X	X
3 Assess family adjustment to child's prolonged hospital stay					X
4 Identify and report child abuse or neglect	X	X	X	X	X
5 Assist staff with adjustment to cultural habits and taboos				X	X

	HH	GA	NA	PN	RN
6 Assist middle-aged household member in resolving problems associated with middle years				X	X
7 Assist ill, disabled or aging adult and family with related problems				X	X
8 Respond to emotional needs of terminally ill patient and family	X	X	X	X	X
9 Apply reality orientation technique	X	X	X	X	X
10 Involve patient in recreation	X	X	X	X	X
11 Provide diversional activity for patient	X	X	X	X	X

PROVIDING CARE FOR PATIENT WITH SPECIAL NEEDS

	HH	GA	NA	PN	RN
1 Assist with preparation for surgery	X		X	X	X
2 Prepare patient for caesarean section				X	X
3 Communicate with patient with hearing disorder	X	X	X	X	X
4 Provide care for hearing prosthesis	X	X	X	X	X
5 Provide assistance to visually impaired patient	X	X	X	X	X
6 Provide care for visual prosthesis	X	X	X	X	X
7 Give instruction in prenatal care				X	X
8 Give instruction to expectant family				X	X
9 Provide care during first stage of labor				X	X
10 Prepare patient for delivery				X	X
11 Assist during delivery				X	X
12 Perform delivery room care of newborn					X
13 Provide immediate postdelivery care				X	X
14 Provide care to cord of newborn					X
15 Assist patient with breast-feeding				X	X
16 Provide postpartal breast care				X	X
17 Instruct postpartal patient regarding self-care				X	X
18 Identify infant using mother's bracelet			X	X	X
19 Instruct parent in infant care					X
20 Provide care for patient with tracheostomy				X	X
21 Provide care for patient on ventilator				X	X
22 Provide care for child with upper airway obstructive disease				X	X
23 Provide care for child with lower airway disorder				X	X
24 Instruct diabetic patient regarding regulation of disease					X
25 Provide care for patient in traction	X	X	X	X	X
26 Provide care for patient in cast or splints	X	X	X	X	X
27 Provide care for patient experiencing seizures				X	X
28 Monitor patient who has sustained head injury					X
29 Provide care for patient with central nervous system infection					X
30 Provide care for patient on cardiac monitor				X	X
31 Provide care for patient with fever	X	X	X	X	X
32 Provide care for patient in pain					X
33 Provide care for patient receiving radiation therapy					X
34 Plan care for abused or neglected child					X

	HH	GA	NA	PN	RN
35 Instruct parents in child care concepts and techniques					X
36 Prepare parents and child for hospital stay					X
37 Provide care for terminal patient	X	X	X	X	X
38 Give postmortem care	X	X	X	X	X

EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

SKILLS:
1 Identify requirements for job
2 Investigate educational opportunities
3 Investigate occupational opportunities
4 Locate resources for finding employment
5 Confer with prospective employers
6 Identify job trends

DUTY B: Applying Employment Seeking Skills

SKILLS:
1 Locate job openings
2 Document skills and abilities (resume)
3 Prepare for interview
4 Participate in interview
5 Complete required tests
6 Complete required forms
7 Write application letter
8 Write follow-up letter
9 Write acceptance letter
10 Evaluate job offer
11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

SKILLS:
1 Match interest to job area
2 Match aptitudes to job area
3 Verify abilities
4 Identify immediate work goal
5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

SKILLS:
1 Exhibit dependability
2 Demonstrate punctuality
3 Follow rules and regulations
4 Recognize the consequences of dishonesty
5 Complete assignments in accurate and timely manner
6 Control emotions
7 Assume responsibility for own decisions and actions
8 Exhibit pride and loyalty
9 Exhibit ability to handle pressures and tensions
10 Demonstrate ability to set priorities
11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

SKILLS:
1 Comply with safety and health rules
2 Select correct tools and equipment
3 Utilize equipment correctly

4 Use appropriate action during emergencies
5 Maintain clean and orderly work area
6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

SKILLS: 1 Participate in company or agency orientation
2 Demonstrate knowledge of company or agency products and services
3 Exhibit positive behavior
4 Read current job-related publications
5 Support and promote employer's company image and purpose
6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

SKILLS: 1 Work productively with others
2 Show empathy, respect and support for others
3 Demonstrate procedures and assist others when necessary
4 Recognize, analyze and solve or refer problems
5 Minimize occurrence of problems
6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

SKILLS: 1 Read and comprehend written communications and information
2 Use correct grammar
3 Speak effectively with others
4 Use job-related terminology
5 Listen attentively
6 Write legibly
7 Use telephone etiquette
8 Follow written and oral directions
9 Ask questions
10 Locate information in order to accomplish task
11 Prepare written communication
12 Utilize keyboarding skills
13 Utilize computer skills

DUTY I: Adapting to Change

SKILLS: 1 Recognize need to change
2 Demonstrate willingness to learn
3 Demonstrate flexibility
4 Participate in continuing education
5 Seek work challenges
6 Adjust career goals/plan as needed

DUTY J: Understanding How a Business Works

SKILLS:
1 Recognize the role of business in the enterprise system
2 Identify general responsibilities of employees
3 Identify general responsibilities of management/employers
4 Investigate opportunities and options for business ownership
5 Identify planning processes needed to open a business
6 Participate in meetings

DUTY K: Performing Mathematical Skills

SKILLS:
1 Apply mathematics for problem solving
2 Add and subtract whole numbers, decimals and fractions
3 Multiply and divide whole numbers, decimals and fractions
4 Convert numbers between forms expressed as fractions, decimals and percents
5 Convert between standard American units of measure
6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

DUTY A: Communicating Information

TASKS:
1 Observe and report patient data
2 Record patient data
3 Relate facts, ideas and feelings by communicating with patient, staff and family
4 Obtain patient data through patient and family interviews
5 Obtain and clarify data by listening to patient
6 Write reports concerning patient care and condition, census, accidents and incidents
7 Maintain current documentation of patient status and care
8 Place and receive telephone calls
9 Answer call signal
10 Call patient/staff using intercom
11 Assist with patient teaching as prescribed
12 Reinforce instructions from other health professional to patient and family
13 Maintain confidentiality of patient information
14 Maintain procedures for legal access to patient and/or records
15 Explain postoperative and preoperative instructions to patient

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Clean instruments and supplies
2 Set up isolation unit
3 Don and remove gown, mask and gloves to care for isolation patient
4 Serve and remove diet tray for isolation patient
5 Dispose of soiled material from isolation room
6 Provide care for patient using isolation technique
7 Disinfect isolation unit
8 Collect specimen from isolation patient
9 Make occupied bed
10 Make unoccupied bed
11 Straighten unit
12 Prepare soiled linen for laundry
13 Adjust environmental factors in unit
14 Report unsafe conditions
15 Report pests
16 Provide for environmental safety
17 Follow safety and emergency procedures
18 Follow disaster procedures
19 Teach emergency procedures to household
20 List emergency telephone numbers for household
21 Position bed and place needed equipment within reach of patient
22 Adjust geriatric chair
23 Sterilize equipment and supplies
24 Apply protective restraints
25 Evaluate equipment for service and repair

26 Report service and repair needs for equipment
27 Wash hands aseptically
28 Give catheter care
29 Assist with catheters and drainage tubing care
30 Empty closed urine drainage bags
31 Adjust bed and siderails

DUTY C: Providing Personal Care

TASKS:
1 Assess body alignment
2 Position patient
3 Position patient for examination or treatment
4 Place alternating pressure mattress on bed
5 Apply heel and elbow protectors
6 Turn and position patient
7 Logroll patient
8 Give backrub to patient
9 Provide skin care
10 Assist patient in performing oral hygiene
11 Administer oral hygiene for unconscious patient
12 Assist patient in using bathroom
13 Assist patient in using bedside commode
14 Assist patient in using urinal
15 Assist patient in using bedpan
16 Assist patient with shaving
17 Shave patient
18 Shampoo hair
19 Assist patient in grooming hair
20 Care for toenails and fingernails
21 Assist patient with bath or shower
22 Give patient bath or shower
23 Assist patient with other personal grooming
24 Give a.m. care
25 Give p.m. care
26 Assist patient in eating
27 Feed adult patient
28 Feed infant
29 Assist patient in menu selection
30 Distribute nourishment
31 Identify general/special diet
32 Serve and collect tray
33 Care for personal belongings of patient
34 Assist patient in dressing and undressing
35 Drape for physical exam/treatment
36 Report food and fluid intake
37 Report output
38 Assist patient in bladder and bowel training
39 Assist incontinent patient
40 Record contents of gastric and intestinal drainage bottles
41 Encourage fluid intake
42 Change colostomy/ileostomy bag
43 Administer perineal care
44 Take patient to appointment

45 Bathe infant
46 Change infant

DUTY D: Providing Therapeutic Measures

TASKS:
1 Assist with removing, or remove, fecal impaction
2 Give enema
3 Insert rectal tube
4 Irrigate colostomy
5 Apply cold compress
6 Administer hot soak
7 Administer sitz bath
8 Apply heat lamp
9 Apply warm compress
10 Apply aquamatic pad
11 Apply ice bag
12 Administer tepid bath
13 Apply electric hypothermal blanket
14 Assist with dressing change
15 Apply clean dressing
16 Apply elastic bandage
17 Apply binder
18 Connect nasogastric tube to suction machine
19 Assist physician in performing therapeutic procedure
20 Set up croup tent
21 Set up vaporizer
22 Assist patient with postural drainage
23 Suction infant's respiratory passage with bulb syringe
24 Assist with turning, coughing and deep breathing
25 Give vaginal douche
26 Apply topical ointment
27 Insert suppository
28 Give therapeutic bath
29 Apply antiembolism elastic stockings

DUTY E: Performing Diagnostic Measures

TASKS:
1 Test patient's mental awareness
2 Measure and record blood pressure
3 Measure and record pulse
4 Measure and record temperature
5 Measure and record respiration
6 Take and record patient's height and weight
7 Assist with physical examination
8 Collect timed urine specimen
9 Collect clean catch urine specimen
10 Collect routine urine specimen
11 Collect 24-hour urine specimen
12 Collect sputum specimen
13 Collect stool specimen
14 Strain urine
15 Perform urine test for sugar and acetone

16 Measure specific gravity of urine
17 Test for ketones
18 Weigh and measure infant

DUTY F: Performing Management Functions

TASKS:
1 Inventory personal property
2 Carry out assignment from supervisor
3 Implement nursing measures which promote comfort, rest and sleep
4 Supplement care plan
5 Fill out charge slip

DUTY G: Providing Transportation and Mobility

TASKS:
1 Instruct patient in use of body mechanics
2 Assist patient with standing
3 Assist patient with dangling
4 Assist patient with walking
5 Assist patient in using cane
6 Assist patient in using quad cane
7 Assist patient in using walker
8 Assist patient in using wheelchair
9 Assist patient with crutch walking
10 Transfer patient to bedside commode
11 Transfer patient from bed to shower chair
12 Apply brace
13 Apply splint
14 Move patient between stretcher and bed using three-person lift
15 Move patient between stretcher and bed using transfer sheet
16 Move patient who can stand to and from wheelchair
17 Move patient who cannot stand to and from wheelchair
18 Transport patient by wheelchair
19 Transport patient by stretcher
20 Transfer patient using hydraulic lift
21 Turn patient using circ-o-electric bed
22 Assist patient in remaining mobile with exercise
23 Assist with, or give, range of motion exercises
24 Assist patient in activities of daily living
25 Place footboard or overbed cradle on bed
26 Carry infant

DUTY H: Providing Psycho-Social Care

TASKS:
1 Provide emotional and spiritual support for patient and family
2 Identify and report child abuse or neglect
3 Respond to emotional needs of terminally ill patient and family

4 Apply reality orientation technique
5 Involve patient in recreation
6 Provide diversional activity for patient

DUTY I: Providing Care for Patient with Special Needs

TASKS:
1 Assist with preparation for surgery
2 Communicate with patient with hearing disorder
3 Provide care for hearing prosthesis
4 Provide assistance to visually impaired patient
5 Provide care for visual prosthesis
6 Provide care for patient in traction
7 Provide care for patient in cast or splints
8 Provide care for patient with fever
9 Provide care for terminal patient
10 Give postmortem care

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

DUTY A: Communicating Information

TASKS:
1 Observe and report patient data
2 Record patient data
3 Relate facts, ideas and feelings by communicating with patient, staff and family
4 Obtain patient data through patient and family interviews
5 Obtain and clarify data by listening to patient
6 Write reports concerning patient care and condition, census, accidents and incidents
7 Maintain current documentation of patient status and care
8 Place and receive telephone calls
9 Answer call signal
10 Call patient/staff using intercom
11 Assist with patient teaching as prescribed
12 Reinforce instructions from other health professional to patient and family
13 Maintain confidentiality of patient information
14 Maintain procedures for legal access to patient and/or records

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Clean instruments and supplies
2 Set up isolation unit
3 Don and remove gown, mask and gloves to care for isolation patient
4 Serve and remove diet tray for isolation patient
5 Dispose of soiled material from isolation room
6 Provide care for patient using isolation technique
7 Disinfect isolation unit
8 Collect specimen from isolation patient
9 Make occupied bed
10 Make unoccupied bed
11 Straighten unit
12 Prepare soiled linen for laundry
13 Adjust environmental factors in unit
14 Report unsafe conditions
15 Clean unit
16 Clean utility and linen rooms
17 Distribute supplies and equipment to unit
18 Stock and store equipment and supplies
19 Report pests
20 Provide for environmental safety
21 Follow safety and emergency procedures
22 Follow disaster procedures
23 Position bed and place needed equipment within reach of patient
24 Adjust geriatric chair
25 Provide aesthetic environment in which patient can maintain privacy and personal belongings
26 Sterilize equipment and supplies

27 Clean and disinfect unit in preparation for admission of new patient
28 Apply protective restraints
29 Evaluate equipment for service and repair
30 Report service and repair needs for equipment
31 Wash hands aseptically
32 Give catheter care
33 Assist with catheters and drainage tubing care
34 Empty closed urine drainage bags
35 Adjust bed and siderails
36 Clean and restock examination room

DUTY C: Providing Personal Care

TASKS:
1 Assess body alignment
2 Position patient
3 Position patient for examination or treatment
4 Place alternating pressure mattress on bed
5 Apply heel and elbow protectors
6 Turn and position patient
7 Logroll patient
8 Give backrub to patient
9 Provide skin care
10 Assist patient in performing oral hygiene
11 Administer oral hygiene for unconscious patient
12 Assist patient in using bathroom
13 Assist patient in using bedside commode
14 Assist patient in using urinal
15 Assist patient in using bedpan
16 Assist patient with shaving
17 Shave patient
18 Shampoo hair
19 Assist patient in grooming hair
20 Care for toenails and fingernails
21 Assist patient with bath or shower
22 Give patient bath or shower
23 Assist patient with other personal grooming
24 Give a.m. care
25 Give p.m. care
26 Assist patient in eating
27 Feed adult patient
28 Feed infant
29 Assist patient in menu selection
30 Distribute nourishment
31 Identify general/special diet
32 Check food tray against diet list
33 Serve and collect tray
34 Care for personal belongings of patient
35 Assist patient in dressing and undressing
36 Drape for physical exam/treatment
37 Report food and fluid intake
38 Report output
39 Assist patient in bladder and bowel training
40 Assist incontinent patient

41 Record contents of gastric and intestinal drainage bottles
42 Distribute drinking water
43 Encourage fluid intake
44 Change colostomy/ileostomy bag
45 Administer perineal care
46 Bathe infant
47 Change infant

DUTY D: Providing Therapeutic Measures

TASKS:
1 Assist with removing, or remove, fecal impaction
2 Give enema
3 Insert rectal tube
4 Irrigate colostomy
5 Apply cold compress
6 Administer hot soak
7 Administer sitz bath
8 Apply heat lamp
9 Apply warm compress
10 Apply aquamatic pad
11 Apply ice bag
12 Assist with whirlpool treatment
13 Administer tepid bath
14 Apply electric hypothermal blanket
15 Assist with dressing change
16 Apply clean dressing
17 Apply elastic bandage
18 Apply binder
19 Connect nasogastric tube to suction machine
20 Assist physician in performing therapeutic procedure
21 Set up croup tent
22 Set up vaporizer
23 Assist patient with postural drainage
24 Suction infant's respiratory passage with bulb syringe
25 Assist with turning, coughing and deep breathing
26 Give vaginal douche
27 Apply topical ointment
28 Insert suppository
29 Give therapeutic bath
30 Apply antiembolism elastic stockings

DUTY E: Performing Diagnostic Measures

TASKS:
1 Test patient's mental awareness
2 Measure and record blood pressure
3 Measure and record pulse
4 Measure and record temperature
5 Measure and record respiration
6 Take and record patient's height and weight
7 Assist with physical examination
8 Collect timed urine specimen
9 Collect clean catch urine specimen

10 Collect routine urine specimen
11 Collect 24-hour urine specimen
12 Collect sputum specimen
13 Collect stool specimen
14 Strain urine
15 Perform urine test for sugar and acetone
16 Measure specific gravity of urine
17 Test for ketones
18 Weigh and measure infant

DUTY F: Performing Management Functions

TASKS:
1 Assist with unit admitting procedure
2 Assist with unit discharge procedure
3 Assist with transferring procedure
4 Inventory personal property
5 Carry out assignment from supervisor
6 Implement nursing measures which promote comfort, rest and sleep
7 Supplement care plan
8 Fill out charge slip

DUTY G: Providing Transportation and Mobility

TASKS:
1 Instruct patient in use of body mechanics
2 Assist patient with standing
3 Assist patient with dangling
4 Assist patient with walking
5 Assist patient in using cane
6 Assist patient in using quad cane
7 Assist patient in using walker
8 Assist patient in using wheelchair
9 Assist patient with crutch walking
10 Transfer patient to bedside commode
11 Transfer patient from bed to shower chair
12 Apply brace
13 Apply splint
14 Move patient between stretcher and bed using three-person lift
15 Move patient between stretcher and bed using transfer sheet
16 Move patient who can stand to and from wheelchair
17 Move patient who cannot stand to and from wheelchair
18 Transport patient by wheelchair
19 Transport patient by stretcher
20 Transfer patient using hydraulic lift
21 Turn patient using circ-o-electric bed
22 Assist patient in remaining mobile with exercise
23 Assist with, or give, range of motion exercises
24 Assist patient in activities of daily living
25 Place footboard or overbed cradle on bed
26 Carry infant

DUTY H: Providing Psycho-Social Care

TASKS:
1 Provide emotional and spiritual support for patient and family
2 Identify and report child abuse or neglect
3 Respond to emotional needs of terminally ill patient and family
4 Apply reality orientation technique
5 Involve patient in recreation
6 Provide diversional activity for patient

DUTY I: Providing Care for Patient with Special Needs

TASKS:
1 Communicate with patient with hearing disorder
2 Provide care for hearing prosthesis
3 Provide assistance to visually impaired patient
4 Provide care for visual prosthesis
5 Provide care for patient in traction
6 Provide care for patient in cast or splints
7 Provide care for patient with fever
8 Provide care for terminal patient
9 Give postmortem care

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DUTY A: Communicating Information

TASKS:
1 Observe and report patient data
2 Record patient data
3 Relate facts, ideas and feelings by communicating with patient, staff and family
4 Obtain patient data through patient and family interviews
5 Obtain and clarify data by listening to patient
6 Write reports concerning patient care and condition, census, accidents and incidents
7 Maintain current documentation of patient status and care
8 Place and receive telephone calls
9 Answer call signal
10 Call patient/staff using intercom
11 Assist with patient teaching as prescribed
12 Reinforce instructions from other health professional to patient and family
13 Maintain confidentiality of patient information
14 Maintain procedures for legal access to patient and/or records

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Clean instruments and supplies
2 Set up isolation unit
3 Don and remove gown, mask and gloves to care for isolation patient
4 Serve and remove diet tray for isolation patient
5 Dispose of soiled material from isolation room
6 Provide care for patient using isolation technique
7 Disinfect isolation unit
8 Collect specimen from isolation patient
9 Make occupied bed
10 Make unoccupied bed
11 Straighten unit
12 Prepare soiled linen for laundry
13 Adjust environmental factors in unit
14 Report unsafe conditions
15 Clean unit
16 Clean utility and linen rooms
17 Distribute supplies and equipment to unit
18 Stock and store equipment and supplies
19 Report pests
20 Provide for environmental safety
21 Follow safety and emergency procedures
22 Follow disaster procedures
23 Position bed and place needed equipment within reach of patient
24 Adjust geriatric chair
25 Prepare unit to receive patient from operating room

26 Provide aesthetic environment in which patient can maintain privacy and personal belongings
27 Sterilize equipment and supplies
28 Clean and disinfect unit in preparation for admission of new patient
29 Apply protective restraints
30 Evaluate equipment for service and repair
31 Report service and repair needs for equipment
32 Wash hands aseptically
33 Give catheter care
34 Assist with catheters and drainage tubing care
35 Empty closed urine drainage bags
36 Adjust bed and siderails
37 Clean and restock examination room

DUTY C: Providing Personal Care

TASKS:
1 Assess body alignment
2 Position patient
3 Position patient for examination or treatment
4 Place alternating pressure mattress on bed
5 Apply heel and elbow protectors
6 Turn and position patient
7 Logroll patient
8 Give backrub to patient
9 Provide skin care
10 Assist patient in performing oral hygiene
11 Administer oral hygiene for unconscious patient
12 Assist patient in using bathroom
13 Assist patient in using bedside commode
14 Assist patient in using urinal
15 Assist patient in using bedpan
16 Assist patient with shaving
17 Shave patient
18 Shampoo hair
19 Assist patient in grooming hair
20 Care for toenails and fingernails
21 Assist patient with bath or shower
22 Give patient bath or shower
23 Assist patient with other personal grooming
24 Give a.m. care
25 Give p.m. care
26 Assist patient in eating
27 Feed adult patient
28 Feed infant
29 Assist patient in menu selection
30 Distribute nourishment
31 Identify general/special diet
32 Check food tray against diet list
33 Serve and collect tray
34 Care for personal belongings of patient
35 Assist patient in dressing and undressing
36 Drape for physical exam/treatment
37 Report food and fluid intake
38 Report output

39 Assist patient in bladder and bowel training
40 Assist incontinent patient
41 Record contents of gastric and intestinal drainage bottles
42 Distribute drinking water
43 Encourage fluid intake
44 Change colostomy/ileostomy bag
45 Administer perineal care
46 Bathe infant
47 Change infant

DUTY D: Providing Therapeutic Measures

TASKS:
1 Assist with removing, or remove, fecal impaction
2 Give enema
3 Insert rectal tube
4 Irrigate colostomy
5 Apply cold compress
6 Administer hot soak
7 Administer sitz bath
8 Apply heat lamp
9 Apply warm compress
10 Apply aquamatic pad
11 Apply ice bag
12 Assist with whirlpool treatment
13 Administer tepid bath
14 Apply electric hypothermal blanket
15 Assist with dressing change
16 Apply clean dressing
17 Apply elastic bandage
18 Apply binder
19 Connect nasogastric tube to suction machine
20 Assist physician in performing therapeutic procedure
21 Set up croup tent
22 Set up vaporizer
23 Assist patient with postural drainage
24 Suction infant's respiratory passage with bulb syringe
25 Assist with turning, coughing and deep breathing
26 Give vaginal douche
27 Apply topical ointment
28 Insert suppository
29 Give therapeutic bath
30 Apply antiembolism elastic stockings

DUTY E: Performing Diagnostic Measures

TASKS:
1 Test patient's mental awareness
2 Measure and record blood pressure
3 Measure and record pulse
4 Measure and record temperature
5 Measure and record respiration
6 Take and record patient's height and weight

7 Assist with physical examination
8 Collect timed urine specimen
9 Collect clean catch urine specimen
10 Collect routine urine specimen
11 Collect 24-hour urine specimen
12 Collect sputum specimen
13 Collect stool specimen
14 Strain urine
15 Perform urine test for sugar and acetone
16 Measure specific gravity of urine
17 Test for ketones
18 Weigh and measure infant

DUTY F: Performing Management Functions

TASKS:
1 Assist with unit admitting procedure
2 Assist with unit discharge procedure
3 Assist with transferring procedure
4 Inventory personal property
5 Discharge obstetric patient
6 Carry out assignment from supervisor
7 Implement nursing measures which promote comfort, rest and sleep
8 Supplement care plan
9 Fill out charge slip

DUTY G: Providing Transportation and Mobility

TASKS:
1 Instruct patient in use of body mechanics
2 Assist patient with standing
3 Assist patient with dangling
4 Assist patient with walking
5 Assist patient in using cane
6 Assist patient in using quad cane
7 Assist patient in using walker
8 Assist patient in using wheelchair
9 Assist patient with crutch walking
10 Transfer patient to bedside commode
11 Transfer patient from bed to shower chair
12 Apply brace
13 Apply splint
14 Move patient between stretcher and bed using three-person lift
15 Move patient between stretcher and bed using transfer sheet
16 Move patient who can stand to and from wheelchair
17 Move patient who cannot stand to and from wheelchair
18 Transport patient by wheelchair
19 Transport patient by stretcher
20 Transfer patient using hydraulic lift
21 Turn patient using circ-o-electric bed
22 Assist patient in remaining mobile with exercise

23 Assist with, or give, range of motion exercises
24 Assist patient in activities of daily living
25 Place footboard or overbed cradle on bed
26 Carry infant

DUTY H: Providing Psycho-Social Care

TASKS:
1 Provide emotional and spiritual support for patient and family
2 Identify and report child abuse or neglect
3 Respond to emotional needs of terminally ill patient and family
4 Apply reality orientation technique
5 Involve patient in recreation
6 Provide diversional activity for patient

DUTY I: Providing Care for Patient with Special Needs

TASKS:
1 Assist with preparation for surgery
2 Communicate with patient with hearing disorder
3 Provide care for hearing prosthesis
4 Provide assistance to visually impaired patient
5 Provide care for visual prosthesis
6 Identify infant using mother's bracelet
7 Provide care for patient in traction
8 Provide care for patient in cast or splints
9 Provide care for patient with fever
10 Provide care for terminal patient
11 Give postmortem care

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

DUTY A: Communicating Information

TASKS:
1 Observe and report patient data
2 Record patient data
3 Relate facts, ideas and feelings by communicating with patient, staff and family
4 Obtain patient data through patient and family interviews
5 Obtain and clarify data by listening to patient
6 Obtain written and verbal information to plan patient care
7 Write reports concerning patient care and condition, census, accidents and incidents
8 Maintain current documentation of patient status and care
9 Verify accuracy of medical/dental orders
10 Accept telephone and verbal orders from physician
11 Place and receive telephone calls
12 Answer call signal
13 Call patient/staff using intercom
14 Assist with patient teaching as prescribed
15 Instruct patient and family regarding health maintenance techniques
16 Assess patient need for information
17 Reinforce instructions from other health professional to patient and family
18 Instruct patient and family in use of protective restraints
19 Instruct patient and family in rehabilitation measures
20 Instruct patient in use of mechanical rehabilitative devices
21 Lead patients in group session
22 Maintain confidentiality of patient information
23 Maintain procedures for legal access to patient and/or records
24 Explain postoperative and preoperative instructions to patient
25 Receive patients and visitors
26 Take and record patient medical/dental history

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Clean instruments and supplies
2 Set up isolation unit
3 Don and remove gown, mask and gloves to care for isolation patient
4 Serve and remove diet tray for isolation patient
5 Dispose of soiled material from isolation room
6 Provide care for patient using isolation technique
7 Disinfect isolation unit
8 Collect specimen from isolation patient
9 Make occupied bed
10 Make unoccupied bed

11 Straighten unit
12 Prepare soiled linen for laundry
13 Adjust environmental factors in unit
14 Report unsafe conditions
15 Clean unit
16 Clean utility and linen rooms
17 Distribute supplies and equipment to unit
18 Stock and store equipment and supplies
19 Report pests
20 Provide for environmental safety
21 Follow safety and emergency procedures
22 Follow disaster procedures
23 Position bed and place needed equipment within reach of patient
24 Institute use of regulatory signs relevant to patient care and environment
25 Implement procedures for managing poisonous substances
26 Adjust geriatric chair
27 Prepare unit to receive patient from operating room
28 Provide aesthetic environment in which patient can maintain privacy and personal belongings
29 Sterilize equipment and supplies
30 Clean and disinfect unit in preparation for admission of new patient
31 Apply protective restraints
32 Evaluate equipment for service and repair
33 Report service and repair needs for equipment
34 Wash hands aseptically
35 Give catheter care
36 Assist with catheters and drainage tubing care
37 Empty closed urine drainage bags
38 Adjust bed and siderails
39 Clean tong/pin site
40 Clean inner cannula of tracheostomy
41 Perform surgical handwashing scrub
42 Dress for surgical case
43 Put on sterile gloves
44 Open sterile pack and pour sterile solution
45 Prepare sterile setup for surgical procedure
46 Handle sterile instruments
47 Clean and restock examination room
48 Disinfect instruments

DUTY C: Providing Personal Care

TASKS: 1 Assess body alignment
2 Position patient
3 Position patient for examination or treatment
4 Place alternating pressure mattress on bed
5 Apply heel and elbow protectors
6 Turn and position patient
7 Logroll patient
8 Give backrub to patient

9 Provide skin care
10 Assist patient in performing oral hygiene
11 Administer oral hygiene for unconscious patient
12 Assist patient in using bathroom
13 Assist patient in using bedside commode
14 Assist patient in using urinal
15 Assist patient in using bedpan
16 Assist patient with shaving
17 Shave patient
18 Shampoo hair
19 Assist patient in grooming hair
20 Care for toenails and fingernails
21 Assist patient with bath or shower
22 Give patient bath or shower
23 Assist patient with other personal grooming
24 Give a.m. care
25 Give p.m. care
26 Assist patient in eating
27 Feed adult patient
28 Feed infant
29 Administer gavage feeding
30 Assist patient in menu selection
31 Distribute nourishment
32 Identify general/special diet
33 Check food tray against diet list
34 Serve and collect tray
35 Care for personal belongings of patient
36 Assist patient in dressing and undressing
37 Drape for physical exam/treatment
38 Report food and fluid intake
39 Report output
40 Assist patient in bladder and bowel training
41 Assist incontinent patient
42 Record contents of gastric and intestinal drainage bottles
43 Encourage fluid intake
44 Change colostomy/ileostomy bag
45 Change colostomy/ileostomy dressing
46 Administer perineal care
47 Bathe infant
48 Change infant

DUTY D: Providing Therapeutic Measures

TASKS: 1 Assist with removing, or remove, fecal impaction
2 Give enema
3 Insert rectal tube
4 Irrigate colostomy
5 Apply cold compress
6 Administer hot soak
7 Administer sitz bath
8 Apply heat lamp
9 Apply warm compress
10 Apply aquamatic pad
11 Apply ice bag

12 Assist with whirlpool treatment
13 Administer tepid bath
14 Apply electric hypothermal blanket
15 Administer tube feeding
16 Assist with dressing change
17 Apply clean dressing
18 Apply sterile dressing
19 Apply elastic bandage
20 Apply binder
21 Change subclavian dressing
22 Apply dressing for circumcision
23 Change burn dressing
24 Pack oral cavity
25 Remove catheter and tubes
26 Insert nasogastric tube
27 Connect nasogastric tube to suction machine
28 Assist physician with surgical procedure
29 Assist physician in performing therapeutic procedure
30 Assist with circumcision
31 Assist with cutdown
32 Administer oxygen therapy
33 Suction airway to eliminate obstruction in respiratory tract
34 Set up croup tent
35 Set up vaporizer
36 Assist patient with postural drainage
37 Insert oral airway
38 Suction naso-oral pharyngeal passages
39 Suction tracheostomy
40 Monitor respirator
41 Assist with insertion of chest tube
42 Maintain chest tube
43 Suction infant's respiratory passage with bulb syringe
44 Assist with turning, coughing and deep breathing
45 Give vaginal douche
46 Maintain continuous bladder irrigation
47 Irrigate ear
48 Irrigate eye
49 Irrigate nose
50 Irrigate nasogastric tube
51 Irrigate wound
52 Irrigate oral cavity
53 Irrigate urinary catheter
54 Catheterize patient
55 Assist in application of traction device
56 Apply topical ointment
57 Insert suppository
58 Provide therapeutic environment for mentally-ill patient
59 Prepare patient and treatment room for convulsive electroshock therapy
60 Provide care for patient recovering from convulsive electroshock therapy
61 Give therapeutic bath

62 Apply antiembolism elastic stockings
63 Assist doctor with minor surgery

DUTY E: Performing Diagnostic Measures

TASKS:
1 Assist physician/dentist in diagnostic procedure
2 Test patient's mental awareness
3 Measure and record blood pressure
4 Measure and record pulse
5 Measure and record temperature
6 Measure and record respiration
7 Take and record patient's height and weight
8 Assist with physical examination
9 Collect timed urine specimen
10 Collect clean catch urine specimen
11 Collect routine urine specimen
12 Collect 24-hour urine specimen
13 Collect sputum specimen
14 Collect stool specimen
15 Strain urine
16 Perform urine test for sugar and acetone
17 Monitor catheter drainage system
18 Monitor fluid intake and output
19 Measure specific gravity of urine
20 Test for ketones
21 Collect gastric secretion specimen
22 Assist with insertion of Central Venous Pressure (CVP) line
23 Measure central venous pressure
24 Obtain diet history
25 Measure height of fundus
26 Measure fetal heart rate
27 Monitor contractions
28 Assist with amniocentesis test
29 Check Apgar score
30 Weigh and measure infant
31 Monitor postoperative site
32 Monitor postmyelogram patient
33 Monitor emesis
34 Perform neurocheck
35 Monitor venipuncture site
36 Assist with thoracentesis
37 Assist with lumbar puncture
38 Assist with bone marrow biopsy
39 Assist with abdominal paracentesis
40 Assist with proctoscopy
41 Assist with colonoscopy and sigmoidoscopy
42 Assist with gastrointestinal (GI) series
43 Assist with barium enema
44 Assist with gastroscopy and esophagoscopy
45 Assist with collection of microorganism smear
46 Assist with collection of Pap smear
47 Collect eye, nose and throat specimens for culture and sensitivity

DUTY F: Performing Management Functions

TASKS:
1 Assist with unit admitting procedure
2 Assist with unit discharge procedure
3 Assist with transferring procedure
4 Inventory personal property
5 Admit patient to labor and delivery
6 Discharge obstetric patient
7 Carry out assignment from supervisor
8 Implement nursing measures which promote comfort, rest and sleep
9 Assign staff
10 Direct team members
11 Plan preoperative care
12 Plan care for postoperative patient
13 Conduct in-service program
14 Acquaint new employee with unit and departmental procedures
15 Prepare medical records for operating room
16 Complete medical release form
17 Compile census
18 Supplement care plan
19 Fill out charge slip
20 Inventory crash cart
21 Count controlled substances
22 Transcribe physician's order
23 Arrange for maintenance and repair of equipment

DUTY G: Administering Medication

TASKS:
1 Assess need for medication
2 Administer medication
3 Care for equipment and supplies used to administer medications
4 Instruct patient regarding self-administration of medication
5 Administer medication to child
6 Administer oral medication
7 Administer sublingual medication
8 Administer rectal medication
9 Administer vaginal medication
10 Administer bladder medication
11 Administer subcutaneous (sub q) injection
12 Administer intramuscular (IM) injection
13 Administer intradermal injection
14 Monitor intravenous (I.V.) fluid
15 Regulate intravenous (I.V.) infusion
16 Disconnect intravenous (I.V.) infusion
17 Check medication three times
18 Administer preoperative medication
19 Observe and communicate effects of medication
20 Instill solution into natural/artificial body opening
21 Assist with administration of local anesthesia

DUTY H: Providing Transportation and Mobility

TASKS:
1 Instruct patient in use of body mechanics
2 Assist patient with standing
3 Assist patient with dangling
4 Assist patient with walking
5 Assist patient in using cane
6 Assist patient in using quad cane
7 Assist patient in using walker
8 Assist patient in using wheelchair
9 Assist patient with crutch walking
10 Transfer patient to bedside commode
11 Transfer patient from bed to shower chair
12 Apply brace
13 Apply splint
14 Move patient between stretcher and bed using three-person lift
15 Move patient between stretcher and bed using transfer sheet
16 Move patient who can stand to and from wheelchair
17 Move patient who cannot stand to and from wheelchair
18 Transport patient by wheelchair
19 Transport patient by stretcher
20 Transfer patient using hydraulic lift
21 Turn patient using turning frames
22 Turn patient using circ-o-electric bed
23 Implement exercise plan for patient
24 Assist patient in remaining mobile with exercise
25 Assist with, or give, range of motion exercises
26 Assist patient in activities of daily living
27 Place footboard or overbed cradle on bed
28 Carry infant

DUTY I: Providing Psycho-Social Care

TASKS:
1 Assess emotional status of patient
2 Provide emotional and spiritual support for patient and family
3 Identify and report child abuse or neglect
4 Assist staff with adjustment to cultural habits and taboos
5 Assist middle-aged household member in resolving problems associated with middle years
6 Assist ill, disabled or aging adult and family with related problems
7 Respond to emotional needs of terminally ill patient and family
8 Apply reality orientation technique
9 Involve patient in recreation
10 Provide diversional activity for patient

DUTY J: Providing Care for Patient with Special Needs

TASKS:
1 Assist with preparation for surgery
2 Prepare patient for caesarean section
3 Communicate with patient with hearing disorder
4 Provide care for hearing prosthesis
5 Provide assistance to visually impaired patient
6 Provide care for visual prosthesis
7 Give instruction in prenatal care
8 Give instruction to expectant family
9 Provide care during first stage of labor
10 Prepare patient for delivery
11 Assist during delivery
12 Provide immediate postdelivery care
13 Assist patient with breast-feeding
14 Provide postpartal breast care
15 Instruct postpartal patient regarding self-care
16 Identify infant using mother's bracelet
17 Provide care for patient with tracheostomy
18 Provide care for patient on ventilator
19 Provide care for child with upper airway obstructive disease
20 Provide care for child with lower airway disorder
21 Provide care for patient in traction
22 Provide care for patient in cast or splints
23 Provide care for patient experiencing seizures
24 Provide care for patient on cardiac monitor
25 Provide care for patient with fever
26 Provide care for terminal patient
27 Give postmortem care

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

DUTY A: Communicating Information

TASKS:
1 Observe and report patient data
2 Record patient data
3 Relate facts, ideas and feelings by communicating with patient, staff and family
4 Obtain patient data through patient and family interviews
5 Obtain and clarify data by listening to patient
6 Obtain written and verbal information to plan patient care
7 Write reports concerning patient care and condition, census, accidents and incidents
8 Maintain current documentation of patient status and care
9 Verify accuracy of medical/dental orders
10 Accept telephone and verbal orders from physician
11 Place and receive telephone calls
12 Answer call signal
13 Call patient/staff using intercom
14 Assist with patient teaching as prescribed
15 Instruct patient and family regarding health maintenance techniques
16 Assess patient need for information
17 Reinforce instructions from other health professional to patient and family
18 Instruct patient in methods of contraception
19 Instruct patient and family in use of protective restraints
20 Instruct patient and family in rehabilitation measures
21 Instruct patient in use of mechanical rehabilitative devices
22 Lead patients in group session
23 Maintain confidentiality of patient information
24 Maintain procedures for legal access to patient and/or records
25 Explain postoperative and preoperative instructions to patient
26 Receive patients and visitors
27 Take and record patient medical/dental history

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Clean instruments and supplies
2 Set up isolation unit
3 Don and remove gown, mask and gloves to care for isolation patient
4 Serve and remove diet tray for isolation patient
5 Dispose of soiled material from isolation room
6 Provide care for patient using isolation technique
7 Disinfect isolation unit
8 Collect specimen from isolation patient
9 Make occupied bed

10 Make unoccupied bed
11 Straighten unit
12 Prepare soiled linen for laundry
13 Adjust environmental factors in unit
14 Report unsafe conditions
15 Clean unit
16 Clean utility and linen rooms
17 Distribute supplies and equipment to unit
18 Stock and store equipment and supplies
19 Report pests
20 Provide for environmental safety
21 Participate in development, implementation and evaluation of disaster plan
22 Follow safety and emergency procedures
23 Follow disaster procedures
24 Teach emergency procedures to household
25 List emergency telephone numbers for household
26 Position bed and place needed equipment within reach of patient
27 Institute use of regulatory signs relevant to patient care and environment
28 Implement procedures for managing poisonous substances
29 Adjust geriatric chair
30 Prepare unit to receive patient from operating room
31 Provide aesthetic environment in which patient can maintain privacy and personal belongings
32 Sterilize equipment and supplies
33 Clean and disinfect unit in preparation for admission of new patient
34 Apply protective restraints
35 Evaluate equipment for service and repair
36 Report service and repair needs for equipment
37 Wash hands aseptically
38 Give catheter care
39 Assist with catheters and drainage tubing care
40 Empty closed urine drainage bags
41 Adjust bed and siderails
42 Clean tong/pin site
43 Clean inner cannula of tracheostomy
44 Perform surgical handwashing scrub
45 Dress for surgical case
46 Put on sterile gloves
47 Open sterile pack and pour sterile solution
48 Prepare sterile setup for surgical procedure
49 Handle sterile instruments
50 Clean and restock examination room
51 Disinfect instruments

DUTY C: Providing Personal Care

TASKS: 1 Assess body alignment
2 Position patient
3 Position patient for examination or treatment

4 Place alternating pressure mattress on bed
5 Apply heel and elbow protectors
6 Turn and position patient
7 Logroll patient
8 Give backrub to patient
9 Provide skin care
10 Assist patient in performing oral hygiene
11 Administer oral hygiene for unconscious patient
12 Assist patient in using bathroom
13 Assist patient in using bedside commode
14 Assist patient in using urinal
15 Assist patient in using bedpan
16 Assist patient with shaving
17 Shave patient
18 Shampoo hair
19 Assist patient in grooming hair
20 Care for toenails and fingernails
21 Assist patient with bath or shower
22 Give patient bath or shower
23 Assist patient with other personal grooming
24 Give a.m. care
25 Give p.m. care
26 Assist patient in eating
27 Feed adult patient
28 Feed infant
29 Administer gavage feeding
30 Assist patient in menu selection
31 Distribute nourishment
32 Identify general/special diet
33 Check food tray against diet list
34 Serve and collect tray
35 Care for personal belongings of patient
36 Assist patient in dressing and undressing
37 Drape for physical exam/treatment
38 Report food and fluid intake
39 Report output
40 Assist patient in bladder and bowel training
41 Assist incontinent patient
42 Record contents of gastric and intestinal drainage bottles
43 Encourage fluid intake
44 Change colostomy/ileostomy bag
45 Change colostomy/ileostomy dressing
46 Administer perineal care
47 Bathe infant
48 Change infant

DUTY D: Providing Therapeutic Measures

TASKS: 1 Assist with removing, or remove, fecal impaction
2 Give enema
3 Insert rectal tube
4 Irrigate colostomy
5 Apply cold compress
6 Administer hot soak

7 Administer sitz bath
8 Apply heat lamp
9 Apply warm compress
10 Apply aquamatic pad
11 Apply ice bag
12 Assist with whirlpool treatment
13 Administer tepid bath
14 Apply electric hypothermal blanket
15 Implement diet for nutritional need
16 Insert feeding tube
17 Administer tube feeding
18 Assist with dressing change
19 Apply clean dressing
20 Apply sterile dressing
21 Remove sutures
22 Apply elastic bandage
23 Apply binder
24 Change subclavian dressing
25 Apply dressing for circumcision
26 Change burn dressing
27 Pack oral cavity
28 Remove catheter and tubes
29 Insert nasogastric tube
30 Connect nasogastric tube to suction machine
31 Assist physician with surgical procedure
32 Assist physician in performing therapeutic procedure
33 Assist with circumcision
34 Assist with cutdown
35 Administer oxygen therapy
36 Provide pulmonary hygiene
37 Suction airway to eliminate obstruction in respiratory tract
38 Set up croup tent
39 Set up vaporizer
40 Assist patient with postural drainage
41 Insert oral airway
42 Suction naso-oral pharyngeal passages
43 Suction tracheostomy
44 Monitor respirator
45 Assist with insertion of chest tube
46 Maintain chest tube
47 Suction infant's respiratory passage with bulb syringe
48 Assist with turning, coughing and deep breathing
49 Give vaginal douche
50 Maintain continuous bladder irrigation
51 Irrigate ear
52 Irrigate eye
53 Irrigate nose
54 Irrigate nasogastric tube
55 Irrigate wound
56 Irrigate oral cavity
57 Irrigate urinary catheter
58 Catheterize patient
59 Assist in application of traction device

60 Apply topical ointment
61 Insert suppository
62 Provide therapeutic environment for mentally-ill patient
63 Prepare patient and treatment room for convulsive electroshock therapy
64 Provide care for patient recovering from convulsive electroshock therapy
65 Give therapeutic bath
66 Apply antiembolism elastic stockings
67 Implement treatment of third-degree burns
68 Implement phototherapy treatment of hyperbilirubinemia
69 Assist doctor with minor surgery

DUTY E: Performing Diagnostic Measures

TASKS:
1 Assist physician/dentist in diagnostic procedure
2 Test patient's mental awareness
3 Measure and record blood pressure
4 Measure and record pulse
5 Measure and record temperature
6 Measure and record respiration
7 Take and record patient's height and weight
8 Assist with physical examination
9 Monitor temperature
10 Monitor pulse
11 Monitor respiration
12 Monitor blood pressure
13 Collect timed urine specimen
14 Collect clean catch urine specimen
15 Collect routine urine specimen
16 Collect 24-hour urine specimen
17 Collect sputum specimen
18 Collect stool specimen
19 Strain urine
20 Perform urine test for sugar and acetone
21 Monitor catheter drainage system
22 Monitor fluid intake and output
23 Measure specific gravity of urine
24 Test for ketones
25 Collect gastric secretion specimen
26 Assist with insertion of Central Venous Pressure (CVP) line
27 Measure central venous pressure
28 Apply cardiac monitoring equipment
29 Interpret information from cardiac monitor
30 Perform auditory screening
31 Perform visual screening
32 Assess breath sounds
33 Assess oxygenation
34 Assess heart sounds
35 Assess circulation
36 Assess signs of dehydration
37 Assess bowel sounds

38 Assess skin integrity
39 Assess signs of infection
40 Assess elimination habits
41 Obtain diet history
42 Assess diet
43 Measure height of fundus
44 Measure fetal heart rate
45 Monitor contractions
46 Assist with amniocentesis test
47 Perform physical assessment of newborn
48 Check Apgar score
49 Weigh and measure infant
50 Monitor postoperative site
51 Monitor postmyelogram patient
52 Monitor emesis
53 Perform neurocheck
54 Monitor venipuncture site
55 Assist with thoracentesis
56 Assist with lumbar puncture
57 Assist with bone marrow biopsy
58 Assist with abdominal paracentesis
59 Assist with proctoscopy
60 Assist with colonoscopy and sigmoidoscopy
61 Assist with gastrointestinal (GI) series
62 Assist with barium enema
63 Assist with gastroscopy and esophagoscopy
64 Assist with collection of microorganism smear
65 Assist with collection of Pap smear
66 Collect eye, nose and throat specimens for culture and sensitivity

DUTY F: Performing Management Functions

TASKS:
1 Assist with unit admitting procedure
2 Assist with unit discharge procedure
3 Assist with transferring procedure
4 Inventory personal property
5 Admit patient to labor and delivery
6 Discharge obstetric patient
7 Plan care in conjunction with health team
8 Carry out assignment from supervisor
9 Assess competencies of health team staff
10 Initiate improvement in patient care within organizational framework
11 Implement nursing measures which promote comfort, rest and sleep
12 Assign staff
13 Direct team members
14 Direct and coordinate nursing care for patient care area
15 Develop short-range teaching plan
16 Assist nursing personnel to develop skills
17 Refer patient to community agencies
18 Contribute information to quality assurance committee

19 Participate within structural role in research (data collection)
20 Establish procedures for confidentiality of patient information
21 Establish procedures for legal access to patient and/or records
22 Plan preoperative care
23 Implement intraoperative care
24 Plan care for postoperative patient
25 Conduct in-service program
26 Acquaint new employee with unit and departmental procedures
27 Institute emergency evacuation drill procedure
28 Prepare medical records for operating room
29 Complete medical release form
30 Compile census
31 Supplement care plan
32 Fill out charge slip
33 Inventory crash cart
34 Count controlled substances
35 Transcribe physician's order
36 Maintain record of narcotics
37 Arrange for maintenance and repair of equipment

DUTY G: Administering Medication

TASKS:
1 Assess need for medication
2 Administer medication
3 Care for equipment and supplies used to administer medications
4 Instruct patient regarding self-administration of medication
5 Administer medication to child
6 Set up intravenous pump
7 Administer oral medication
8 Administer sublingual medication
9 Administer rectal medication
10 Administer vaginal medication
11 Administer bladder medication
12 Administer subcutaneous (sub q) injection
13 Administer intramuscular (IM) injection
14 Administer intradermal injection
15 Administer intravenous (I.V.) medication
16 Start intravenous (I.V.) infusion
17 Monitor intravenous (I.V.) fluid
18 Regulate intravenous (I.V.) infusion
19 Hang intravenous (I.V.) bottle and tubing
20 Administer intravenous piggyback (IVPB) infusion
21 Disconnect intravenous (I.V.) infusion
22 Maintain intermittent needle (INT)
23 Check medication three times
24 Administer preoperative medication
25 Observe and communicate effects of medication
26 Instill eyes with silver nitrate

27 Instill solution into natural/artificial body opening
28 Assist with administration of local anesthesia

DUTY H: Providing Transportation and Mobility

TASKS:
1 Instruct patient in use of body mechanics
2 Assist patient with standing
3 Assist patient with dangling
4 Assist patient with walking
5 Assist patient in using cane
6 Assist patient in using quad cane
7 Assist patient in using walker
8 Assist patient in using wheelchair
9 Assist patient with crutch walking
10 Transfer patient to bedside commode
11 Transfer patient from bed to shower chair
12 Apply brace
13 Apply splint
14 Move patient between stretcher and bed using three-person lift
15 Move patient between stretcher and bed using transfer sheet
16 Move patient who can stand to and from wheelchair
17 Move patient who cannot stand to and from wheelchair
18 Transport patient by wheelchair
19 Transport patient by stretcher
20 Transfer patient using hydraulic lift
21 Turn patient using turning frames
22 Turn patient using circ-o-electric bed
23 Implement exercise plan for patient
24 Assist patient in remaining mobile with exercise
25 Assist with, or give, range of motion exercises
26 Assist patient in activities of daily living
27 Place footboard or overbed cradle on bed
28 Carry infant

DUTY I: Providing Psycho-Social Care

TASKS:
1 Assess emotional status of patient
2 Provide emotional and spiritual support for patient and family
3 Assess family adjustment to child's prolonged hospital stay
4 Identify and report child abuse or neglect
5 Assist staff with adjustment to cultural habits and taboos
6 Assist middle-aged household member in resolving problems associated with middle years
7 Assist ill, disabled or aging adult and family with related problems

8 Respond to emotional needs of terminally ill patient and family
9 Apply reality orientation technique
10 Involve patient in recreation
11 Provide diversional activity for patient

DUTY J: Providing Care for Patient with Special Needs

TASKS:
1 Assist with preparation for surgery
2 Prepare patient for caesarean section
3 Communicate with patient with hearing disorder
4 Provide care for hearing prosthesis
5 Provide assistance to visually impaired patient
6 Provide care for visual prosthesis
7 Give instruction in prenatal care
8 Give instruction to expectant family
9 Provide care during first stage of labor
10 Prepare patient for delivery
11 Assist during delivery
12 Perform delivery room care of newborn
13 Provide immediate postdelivery care
14 Provide care to cord of newborn
15 Assist patient with breast-feeding
16 Provide postpartal breast care
17 Instruct postpartal patient regarding self-care
18 Identify infant using mother's bracelet
19 Instruct parent in infant care
20 Provide care for patient with tracheostomy
21 Provide care for patient on ventilator
22 Provide care for child with upper airway obstructive disease
23 Provide care for child with lower airway disorder
24 Instruct diabetic patient regarding regulation of the disease
25 Provide care for patient in traction
26 Provide care for patient in cast or splints
27 Provide care for patient experiencing seizures
28 Monitor patient who has sustained head injury
29 Provide care for patient with central nervous system infection
30 Provide care for patient on cardiac monitor
31 Provide care for patient with fever
32 Provide care for the patient in pain
33 Provide care for patient reciving radiation therapy
34 Plan care for abused or neglected child
35 Instruct parents in child care concepts and techniques
36 Prepare parents and child for hospital stay
37 Provide care for terminal patient
38 Give postmortem care

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

Medical Assistant

*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

SKILLS:
1 Identify requirements for job
2 Investigate educational opportunities
3 Investigate occupational opportunities
4 Locate resources for finding employment
5 Confer with prospective employers
6 Identify job trends

DUTY B: Applying Employment Seeking Skills

SKILLS:
1 Locate job openings
2 Document skills and abilities (resume)
3 Prepare for interview
4 Participate in interview
5 Complete required tests
6 Complete required forms
7 Write application letter
8 Write follow-up letter
9 Write acceptance letter
10 Evaluate job offer
11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

SKILLS:
1 Match interest to job area
2 Match aptitudes to job area
3 Verify abilities
4 Identify immediate work goal
5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

SKILLS:
1 Exhibit dependability
2 Demonstrate punctuality
3 Follow rules and regulations
4 Recognize the consequences of dishonesty
5 Complete assignments in accurate and timely manner
6 Control emotions
7 Assume responsibility for own decisions and actions
8 Exhibit pride and loyalty
9 Exhibit ability to handle pressures and tensions
10 Demonstrate ability to set priorities
11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

SKILLS:
1 Comply with safety and health rules
2 Select correct tools and equipment
3 Utilize equipment correctly

4 Use appropriate action during emergencies
5 Maintain clean and orderly work area
6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

SKILLS: 1 Participate in company or agency orientation
2 Demonstrate knowledge of company or agency products and services
3 Exhibit positive behavior
4 Read current job-related publications
5 Support and promote employer's company image and purpose
6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

SKILLS: 1 Work productively with others
2 Show empathy, respect and support for others
3 Demonstrate procedures and assist others when necessary
4 Recognize, analyze and solve or refer problems
5 Minimize occurrence of problems
6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

SKILLS: 1 Read and comprehend written communications and information
2 Use correct grammar
3 Speak effectively with others
4 Use job-related terminology
5 Listen attentively
6 Write legibly
7 Use telephone etiquette
8 Follow written and oral directions
9 Ask questions
10 Locate information in order to accomplish task
11 Prepare written communication
12 Utilize keyboarding skills
13 Utilize computer skills

DUTY I: Adapting to Change

SKILLS: 1 Recognize need to change
2 Demonstrate willingness to learn
3 Demonstrate flexibility
4 Participate in continuing education
5 Seek work challenges
6 Adjust career goals/plan as needed

DUTY J: Understanding How a Business Works

SKILLS:
1 Recognize the role of business in the enterprise system
2 Identify general responsibilities of employees
3 Identify general responsibilities of management/employers
4 Investigate opportunities and options for business ownership
5 Identify planning processes needed to open a business
6 Participate in meetings

DUTY K: Performing Mathematical Skills

SKILLS:
1 Apply mathematics for problem solving
2 Add and subtract whole numbers, decimals and fractions
3 Multiply and divide whole numbers, decimals and fractions
4 Convert numbers between forms expressed as fractions, decimals and percents
5 Convert between standard American units of measure
6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

DUTY A: Communicating Information

TASKS:
1 Observe and report patient data
2 Record patient data
3 Relate facts, ideas and feelings by communicating with patient, staff and family
4 Obtain patient data through patient and family interviews
5 Obtain and clarify data by listening to patient
6 Write reports concerning patient care and condition, census, accidents and incidents
7 Maintain current documentation of patient status and care
8 Verify accuracy of medical/dental orders
9 Place and receive telephone calls
10 Call patient/staff using intercom
11 Assist with patient teaching as prescribed
12 Instruct patient and family regarding health maintenance techniques
13 Reinforce instructions from other health professional to patient and family
14 Maintain confidentiality of patient information
15 Maintain procedures for legal access to patient and/or records
16 Explain postoperative and preoperative instructions to patient
17 Receive patients and visitors
18 Take and record patient medical/dental history

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Clean instruments and supplies
2 Prepare soiled linen for laundry
3 Report unsafe conditions
4 Stock and store equipment and supplies
5 Report pests
6 Provide for environmental safety
7 Follow safety and emergency procedures
8 Follow disaster procedures
9 Implement procedures for managing poisonous substances
10 Sterilize equipment and supplies
11 Evaluate equipment for service and repair
12 Report service and repair needs for equipment
13 Wash hands aseptically
14 Put on sterile gloves
15 Open sterile pack and pour sterile solution
16 Prepare sterile setup for surgical procedure
17 Handle sterile instruments
18 Clean and restock examination room
19 Sanitize instruments
20 Disinfect instruments

DUTY C: Providing Personal Care

TASKS:
1 Assess body alignment
2 Position patient
3 Position patient for examination or treatment
4 Assist patient in using bathroom
5 Assist patient in dressing and undressing
6 Drape for physical exam/treatment

DUTY D: Providing Therapeutic Measures

TASKS:
1 Assist with dressing change
2 Apply clean dressing
3 Apply sterile dressing
4 Remove sutures
5 Apply elastic bandage
6 Prepare patient for minor surgery
7 Prepare room for minor surgery
8 Assist physician with surgical procedure
9 Assist physician in performing therapeutic procedure
10 Prepare for catheterization
11 Apply topical ointment
12 Administer diathermy treatment
13 Administer ultrasonic treatment
14 Assist doctor with minor surgery

DUTY E: Performing Diagnostic Measures

TASKS:
1 Assist physician/dentist in diagnostic procedure
2 Measure and record blood pressure
3 Measure and record pulse
4 Measure and record temperature
5 Measure and record respiration
6 Take and record patient's height and weight
7 Assist with physical examination
8 Collect clean catch urine specimen
9 Collect routine urine specimen
10 Perform urine test for sugar and acetone
11 Measure specific gravity of urine
12 Test for ketones
13 Perform auditory screening
14 Perform visual screening
15 Obtain diet history
16 Weigh and measure infant
17 Assist with proctoscopy
18 Assist with collection of microorganism smear
19 Assist with collection of Pap smear
20 Collect eye, nose and throat specimens for culture and sensitivity
21 Perform cholesterol test
22 Perform fingerstick blood sugar screening test (Dextrostix)
23 Perform microscopic urinalysis

24 Perform mononucleosis screening test
25 Perform rheumatoid arthritis screening test
26 Perform routine biochemical urine test
27 Perform urine pregnancy test
28 Prepare requisition for test outside of office
29 Prepare specimen for shipping
30 Stain blood smear for reticulocyte count
31 Stain blood smear for differential count
32 Stain microbiological smear
33 Examine microbiological specimen
34 Test stool specimen for occult blood
35 Determine sedimentation rate (ESR)
36 Obtain capillary blood specimen
37 Perform differential cell count
38 Perform hematocrit test
39 Perform hemoglobin test
40 Perform venipuncture using syringe
41 Perform venipuncture using vacutainer
42 Assist with biopsy procedure
43 Perform visual acuity test
44 Perform intradermal test
45 Perform patch test
46 Perform white blood cell count
47 Separate plasma or serum from cells
48 Perform electrocardiogram
49 Clean electrocardiograph equipment
50 Mount electrocardiogram
51 Perform Master's two-step electrocardiogram test
52 File radiographic film
53 Type radiographic reports
54 File radiographic reports
55 Expose radiographic film
56 Maintain radiographic processing equipment
57 Process exposed radiographic film
58 Maintain unexposed radiographic film storage
59 Mix solutions for developing and fixing radiographic film
60 Position patient for radiographic examination
61 Practice patient and operative safety measures for radiation
62 Preserve and mail biopsy specimen

DUTY F: Performing Management Functions

TASKS:
1 Carry out assignment from supervisor
2 Complete medical release form
3 Fill out charge slip
4 Maintain record of narcotics
5 File medical/dental records
6 Arrange for admission to hospital
7 Schedule appointments for patient
8 Complete registration form for new patient
9 Explain doctor's fees
10 File letters, diagnostic reports and progress notes in medical/dental record

11 Gather data for referral to other doctors
12 Maintain appointment reminder system
13 Maintain appointment book
14 Maintain control system for medical records
15 Make referral appointment for patient
16 Prepare release form and obtain necessary signatures
17 Process incoming mail
18 Collate medical/dental records for daily appointment schedule
19 Schedule patient for outpatient diagnostic test
20 Transcribe letters from dictaphone or tape recorder
21 Prepare statements for mailing
22 Type medical/dental records
23 Arrange financial agreement
24 Collect fee for service
25 Complete insurance form
26 Issue receipt
27 Maintain daily log system of ledger entries
28 Maintain petty cash account
29 Prepare bank deposit
30 Verify invoice
31 Arrange for maintenance and repair of equipment
32 Complete daily record sheet
33 Update outside agency file
34 Update inventory list of office supplies and equipment
35 Prepare purchase requisition
36 Collect delinquent bill
37 Collect and post payment
38 Maintain file of unpaid accounts
39 Process charge slip
40 Prepare checks for doctor's signature
41 Prepare payroll
42 Reconcile bank statement
43 Reconcile cash count and receipts
44 Complete Medicare form
45 Complete Worker's Compensation form
46 Prepare annual narcotic report
47 Prepare required forms for stolen drugs and other stolen property
48 Complete Medicaid form
49 Assemble patient record
50 Maintain patient treatment record
51 Maintain file for correspondence
52 Maintain and rotate inventory
53 Maintain patient financial record
54 Maintain office environment
55 Prepare correspondence

DUTY G: Administering Medication

TASKS: 1 Administer medication
2 Care for equipment and supplies used to administer medications
3 Administer subcutaneous (sub q) injection
4 Administer intramuscular (IM) injection

5 Check medication three times
6 Instill drug into ear
7 Instill drug into eyes
8 Dispense medication ordered by physician
9 Assist with administration of local anesthesia

DUTY H: Providing Transportation and Mobility

TASKS: 1 Assist patient with standing

DUTY I: Providing Psycho-Social Care

TASKS: 1 Provide emotional and spiritual support for patient and family
2 Identify and report child abuse or neglect
3 Respond to emotional needs of terminally ill patient and family

DUTY J: Providing Care for Patient with Special Needs

TASKS: 1 Communicate with patient with hearing disorder
2 Provide assistance to visually impaired patient

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

Dental Assistant

*Employability Skills

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DUTY A: Identifying Employment Opportunities

SKILLS:
1 Identify requirements for job
2 Investigate educational opportunities
3 Investigate occupational opportunities
4 Locate resources for finding employment
5 Confer with prospective employers
6 Identify job trends

DUTY B: Applying Employment Seeking Skills

SKILLS:
1 Locate job openings
2 Document skills and abilities (resume)
3 Prepare for interview
4 Participate in interview
5 Complete required tests
6 Complete required forms
7 Write application letter
8 Write follow-up letter
9 Write acceptance letter
10 Evaluate job offer
11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

SKILLS:
1 Match interest to job area
2 Match aptitudes to job area
3 Verify abilities
4 Identify immediate work goal
5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

SKILLS:
1 Exhibit dependability
2 Demonstrate punctuality
3 Follow rules and regulations
4 Recognize the consequences of dishonesty
5 Complete assignments in accurate and timely manner
6 Control emotions
7 Assume responsibility for own decisions and actions
8 Exhibit pride and loyalty
9 Exhibit ability to handle pressures and tensions
10 Demonstrate ability to set priorities
11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

SKILLS:
1 Comply with safety and health rules
2 Select correct tools and equipment
3 Utilize equipment correctly

4 Use appropriate action during emergencies
5 Maintain clean and orderly work area
6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

SKILLS: 1 Participate in company or agency orientation
2 Demonstrate knowledge of company or agency products and services
3 Exhibit positive behavior
4 Read current job-related publications
5 Support and promote employer's company image and purpose
6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

SKILLS: 1 Work productively with others
2 Show empathy, respect and support for others
3 Demonstrate procedures and assist others when necessary
4 Recognize, analyze and solve or refer problems
5 Minimize occurrence of problems
6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

SKILLS: 1 Read and comprehend written communications and information
2 Use correct grammar
3 Speak effectively with others
4 Use job-related terminology
5 Listen attentively
6 Write legibly
7 Use telephone etiquette
8 Follow written and oral directions
9 Ask questions
10 Locate information in order to accomplish task
11 Prepare written communication
12 Utilize keyboarding skills
13 Utilize computer skills

DUTY I: Adapting to Change

SKILLS: 1 Recognize need to change
2 Demonstrate willingness to learn
3 Demonstrate flexibility
4 Participate in continuing education
5 Seek work challenges
6 Adjust career goals/plan as needed

DUTY J: Understanding How a Business Works

SKILLS:
1 Recognize the role of business in the enterprise system
2 Identify general responsibilities of employees
3 Identify general responsibilities of management/employers
4 Investigate opportunities and options for business ownership
5 Identify planning processes needed to open a business
6 Participate in meetings

DUTY K: Performing Mathematical Skills

SKILLS:
1 Apply mathematics for problem solving
2 Add and subtract whole numbers, decimals and fractions
3 Multiply and divide whole numbers, decimals and fractions
4 Convert numbers between forms expressed as fractions, decimals and percents
5 Convert between standard American units of measure
6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

DUTY A: Communicating Information

TASKS:
1 Observe and report patient data
2 Record patient data
3 Relate facts, ideas and feelings by communicating with patient, staff and family
4 Obtain patient data through patient and family interviews
5 Obtain and clarify data by listening to patient
6 Write reports concerning patient care and condition, census, accidents and incidents
7 Maintain current documentation of patient status and care
8 Verify accuracy of medical/dental orders
9 Place and receive telephone calls
10 Call patient/staff using intercom
11 Assist with patient teaching as prescribed
12 Instruct patient and family regarding health maintenance techniques
13 Reinforce instructions from other health professional to patient and family
14 Maintain confidentiality of patient information
15 Maintain procedures for legal access to patient and/or records
16 Chart oral condition as dictated by dentist
17 Explain postoperative and preoperative instructions to patient
18 Receive patients and visitors
19 Seat and dismiss patient
20 Take and record patient medical/dental history
21 Give instruction in oral hygiene
22 Give new denture instructions

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Clean instruments and supplies
2 Prepare soiled linen for laundry
3 Report unsafe conditions
4 Stock and store equipment and supplies
5 Report pests
6 Provide for environmental safety
7 Follow safety and emergency procedures
8 Follow disaster procedures
9 Implement procedures for managing poisonous substances
10 Sterilize equipment and supplies
11 Evaluate equipment for service and repair
12 Report service and repair needs for equipment
13 Wash hands aseptically
14 Put on sterile gloves
15 Open sterile pack and pour sterile solution
16 Prepare sterile setup for surgical procedure
17 Handle sterile instruments
18 Clean and restock examination room

19 Disinfect instruments
20 Examine and sharpen instruments

DUTY C: Providing Personal Care

TASKS: 1 Position patient for examination or treatment
2 Assist patient in using bathroom
3 Drape for physical exam/treatment

DUTY D: Providing Therapeutic Measures

TASKS: 1 Irrigate oral cavity
2 Apply topical ointment
3 Complete acrylic denture repair
4 Fabricate custom tray
5 Pour, trim cast/model
6 Articulate cast/model
7 Assist in fabrication of acrylic resin temporary
8 Apply rubber dam
9 Remove rubber dam
10 Place and remove vac-ejector
11 Place saliva ejector
12 Assist with acrylic resin restoration
13 Assist with composite resin restoration
14 Assist with amalgam restoration
15 Assist with cavity preparation
16 Assist with oral surgery procedure
17 Assist with periodontal treatment
18 Assist with periodontal procedure
19 Assist with application of rubber dam
20 Evacuate oral cavity during dental procedure
21 Prepare zinc phosphate cement
22 Prepare zinc oxide-eugenol
23 Prepare impression material
24 Prepare setup for anticarogenic treatment
25 Prepare setup for endodontic treatment
26 Prepare setup for periodontal treatment
27 Prepare setup for prophylaxis
28 Prepare setup for removable prosthetic
29 Prepare setup for fixed prosthetic
30 Assist with taking impression

DUTY E: Performing Diagnostic Measures

TASKS: 1 Assist physician/dentist in diagnostic procedure
2 Measure and record blood pressure
3 Measure and record pulse
4 Measure and record temperature
5 Measure and record respiration
6 Take and record patient's height and weight
7 Maintain radiographic processing equipment
8 Evaluate dental radiograph for diagnostic quality
9 Maintain unexposed radiographic film storage

10 Mix solutions for developing and fixing radiographic film
11 Mount dental radiograph
12 Position patient for radiographic examination
13 Practice patient and operative safety measures for radiation
14 Select accessories for radiographic technique
15 Select film size
16 Expose interoral radiograph using long-cone and parallel technique under supervision
17 Expose interoral radiograph using short-cone or bisecting technique under supervision
18 Take impression for study model
19 Preserve and mail biopsy specimen

DUTY F: Performing Management Functions

TASKS:
1 Carry out assignment from supervisor
2 Fill out charge slip
3 File medical/dental records
4 Schedule appointments for patient
5 Complete registration form for new patient
6 Explain doctor's fees
7 File letters, diagnostic reports and progress notes in medical/dental record
8 Gather data for referral to other doctors
9 Maintain appointment reminder system
10 Maintain appointment book
11 Maintain control system for medical records
12 Make referral appointment for patient
13 Prepare release form and obtain necessary signatures
14 Process incoming mail
15 Collate medical/dental records for daily appointment schedule
16 Transcribe letters from dictaphone or tape recorder
17 Prepare statements for mailing
18 Type medical/dental records
19 Arrange financial agreement
20 Collect fee for service
21 Complete insurance form
22 Issue receipt
23 Maintain daily log system of ledger entries
24 Maintain petty cash account
25 Prepare bank deposit
26 Verify invoice
27 Arrange for maintenance and repair of equipment
28 Update inventory list of office supplies and equipment
29 Prepare purchase requisition
30 Collect delinquent bill
31 Collect and post payment
32 Maintain file of unpaid accounts
33 Process charge slip
34 Prepare checks for doctor's signature
35 Prepare payroll
36 Reconcile bank statement

37 Reconcile cash count and receipts
38 Complete Worker's Compensation form
39 Assemble patient record
40 Maintain files for business records
41 Maintain patient treatment record
42 Maintain active recall system
43 Maintain file for correspondence
44 Maintain and rotate inventory
45 Maintain patient financial record
46 Maintain office environment
47 Prepare correspondence

DUTY G: Administering Medication

TASKS: 1 Prepare medication as ordered by dentist
2 Apply topical anesthetic
3 Assist with administration of local anesthesia

DUTY H: Providing Psycho-Social Care

TASKS: 1 Identify and report child abuse or neglect

DUTY I: Providing Care for Patient with Special Needs

TASKS: 1 Communicate with patient with hearing disorder
2 Provide assistance to visually impaired patient

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

Education For Employment Task Lists

Illinois State Board of Education

Adult Vocational and Technical Education

HEALTH OCCUPATIONS

Physical Therapist Assistant

*Employability Skills

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EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

SKILLS:
1 Identify requirements for job
2 Investigate educational opportunities
3 Investigate occupational opportunities
4 Locate resources for finding employment
5 Confer with prospective employers
6 Identify job trends

DUTY B: Applying Employment Seeking Skills

SKILLS:
1 Locate job openings
2 Document skills and abilities (resume)
3 Prepare for interview
4 Participate in interview
5 Complete required tests
6 Complete required forms
7 Write application letter
8 Write follow-up letter
9 Write acceptance letter
10 Evaluate job offer
11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

SKILLS:
1 Match interest to job area
2 Match aptitudes to job area
3 Verify abilities
4 Identify immediate work goal
5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

SKILLS:
1 Exhibit dependability
2 Demonstrate punctuality
3 Follow rules and regulations
4 Recognize the consequences of dishonesty
5 Complete assignments in accurate and timely manner
6 Control emotions
7 Assume responsibility for own decisions and actions
8 Exhibit pride and loyalty
9 Exhibit ability to handle pressures and tensions
10 Demonstrate ability to set priorities
11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

SKILLS:
1 Comply with safety and health rules
2 Select correct tools and equipment
3 Utilize equipment correctly

4 Use appropriate action during emergencies
5 Maintain clean and orderly work area
6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

SKILLS: 1 Participate in company or agency orientation
2 Demonstrate knowledge of company or agency products and services
3 Exhibit positive behavior
4 Read current job-related publications
5 Support and promote employer's company image and purpose
6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

SKILLS: 1 Work productively with others
2 Show empathy, respect and support for others
3 Demonstrate procedures and assist others when necessary
4 Recognize, analyze and solve or refer problems
5 Minimize occurrence of problems
6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

SKILLS: 1 Read and comprehend written communications and information
2 Use correct grammar
3 Speak effectively with others
4 Use job-related terminology
5 Listen attentively
6 Write legibly
7 Use telephone etiquette
8 Follow written and oral directions
9 Ask questions
10 Locate information in order to accomplish task
11 Prepare written communication
12 Utilize keyboarding skills
13 Utilize computer skills

DUTY I: Adapting to Change

SKILLS: 1 Recognize need to change
2 Demonstrate willingness to learn
3 Demonstrate flexibility
4 Participate in continuing education
5 Seek work challenges
6 Adjust career goals/plan as needed

DUTY J: Understanding How a Business Works

SKILLS:
1 Recognize the role of business in the enterprise system
2 Identify general responsibilities of employees
3 Identify general responsibilities of management/employers
4 Investigate opportunities and options for business ownership
5 Identify planning processes needed to open a business
6 Participate in meetings

DUTY K: Performing Mathematical Skills

SKILLS:
1 Apply mathematics for problem solving
2 Add and subtract whole numbers, decimals and fractions
3 Multiply and divide whole numbers, decimals and fractions
4 Convert numbers between forms expressed as fractions, decimals and percents
5 Convert between standard American units of measure
6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

DUTY A: Communicating Information

TASKS:
1 Observe and report patient data
2 Record patient data
3 Relate facts, ideas and feelings by communicating with patient, staff and family
4 Obtain and clarify data by listening to patient
5 Write reports concerning patient care and condition, census, accidents and incidents
6 Place and receive telephone calls
7 Call patient/staff using intercom
8 Assist with patient teaching as prescribed
9 Reinforce instructions from other health professional to patient and family
10 Instruct patient in use of mechanical rehabilitative devices
11 Maintain confidentiality of patient information
12 Maintain procedures for legal access to patient and/or records
13 Receive patients and visitors

DUTY B: Providing a Clean, Safe Environment

TASKS:
1 Clean instruments and supplies
2 Prepare soiled linen for laundry
3 Report unsafe conditions
4 Stock and store equipment and supplies
5 Report pests
6 Provide for environmental safety
7 Follow safety and emergency procedures
8 Follow disaster procedures
9 Adjust geriatric chair
10 Apply protective restraints
11 Evaluate equipment for service and repair
12 Report service and repair needs for equipment
13 Wash hands aseptically
14 Assist with catheters and drainage tubing care
15 Adjust bed and siderails
16 Maintain hydrotherapy equipment
17 Prepare area for treatment
18 Prepare patient for treatment
19 Set up equipment and supplies for treatment

DUTY C: Providing Personal Care

TASKS:
1 Assess body alignment
2 Position patient
3 Position patient for examination or treatment
4 Turn and position patient
5 Logroll patient
6 Assist patient in using bathroom
7 Assist patient in using bedside commode
8 Assist patient in using urinal
9 Assist patient in using bedpan

10 Assist patient in dressing and undressing
11 Drape for physical exam/treatment

DUTY D: Providing Therapeutic Measures

TASKS:
1 Apply cold compress
2 Administer hot soak
3 Apply heat lamp
4 Apply warm compress
5 Apply ice bag
6 Assist with dressing change
7 Apply clean dressing
8 Apply elastic bandage
9 Apply topical ointment
10 Apply antiembolism elastic stockings
11 Administer water additive
12 Give hydrotherapy treatment
13 Treat patient in therapeutic pool
14 Give contrast bath
15 Apply paraffin
16 Give ice massage
17 Give combination ultrasound and electrical stimulation
18 Administer tilt table treatment
19 Administer traction
20 Give electrical stimulation
21 Give massage
22 Administer intermittent venous compression unit
23 Give ultraviolet treatment
24 Administer diathermy treatment
25 Administer ultrasonic treatment

DUTY E: Performing Diagnostic Measures

TASKS:
1 Assist physician/dentist in diagnostic procedure
2 Measure and record blood pressure
3 Measure and record pulse
4 Measure and record temperature
5 Measure and record respiration
6 Take and record patient's height and weight
7 Record measurements of various parts of body
8 Measure patient for pressure garment

DUTY F: Performing Management Functions

TASKS:
1 Carry out assignment from supervisor
2 Fill out charge slip
3 File medical/dental records
4 Compile departmental and equipment data
5 Schedule appointments for patient
6 Arrange for maintenance and repair of equipment

DUTY G: Providing Transportation and Mobility

TASKS:
1 Instruct patient in use of body mechanics
2 Assist patient with standing
3 Assist patient with dangling
4 Assist patient with walking
5 Assist patient in using cane
6 Assist patient in using quad cane
7 Assist patient in using walker
8 Assist patient in using wheelchair
9 Assist patient with crutch walking
10 Apply brace
11 Apply splint
12 Move patient between stretcher and bed using three-person lift
13 Move patient between stretcher and bed using transfer sheet
14 Move patient who can stand to and from wheelchair
15 Move patient who cannot stand to and from wheelchair
16 Transport patient by wheelchair
17 Transport patient by stretcher
18 Transfer patient using hydraulic lift
19 Turn patient using turning frames
20 Turn patient using circ-o-electric bed
21 Assist with, or give, range of motion exercises
22 Apply and remove adaptive and supportive devices
23 Adjust parallel bars to correct heights
24 Adjust crutches, canes and walkers
25 Ambulate patient with gait pattern
26 Ambulate patient with equipment including crutches, canes and walker
27 Ambulate patient with weight-bearing status
28 Give strengthening exercises
29 Direct patient in use of exercise equipment
30 Adjust exercise activities according to tolerance
31 Support patient in mat activities

DUTY H: Providing Psycho-Social Care

TASKS:
1 Provide emotional and spiritual support for patient and family
2 Identify and report child abuse or neglect
3 Respond to emotional needs of terminally ill patient and family

DUTY I: Providing Care for Patient with Special Needs

TASKS:
1 Communicate with patient with hearing disorder
2 Provide assistance to visually impaired patient

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.